Checklist: Doc Manager profile

Skill set	Do I have it in me?	✔
People skills	Am I an absolute "People's person"?	
	Do I really enjoy interacting with people and taking part in discussions?	
People management	Am I able to provide the right direction to my team all the time?	
	Am I able to connect with the senior and the junior members in the team seamlessly?	
	Am I able to understand the strength and weakness of every individual and find out ways to help them grow and keep them motivated?	
	Am I good in resolving conflicts? Do my team members leave the discussion feeling they have been heard and walk out with a solution to their satisfaction?	
Empathy	Do people come to me naturally with their issues and am I able to listen to them completely without being judgmental?	
Soft skills	Do I command respect from the team? Am I considered a role model by my team members?	
	Do I have great interpersonal skills? Do I mingle well with my team members and other stakeholders?	
	Do I communicate effectively and clearly with each of my team members, stakeholders, and upper management all the time?	
	Am I good at public speaking and conducting myself in the public?	
	Am I good at taking trainings and giving presentations?	
Project management	Am I good at multitasking and running with ten different activities efficiently at the same time?	
	Do I enjoy tracking project deliverables for multiple team members for multiple projects and still be effective?	
	Am I a role model in creating project schedules and following them up?	
	Do I have top-notch estimation skills?	

Skill set	Do I have it in me?	✔
	Am I good at numbers and metrics? Do I project data effectively?	
	Do I sense problem areas in a project before others and provide mitigations or raise alarms?	
	Do I stay composed while handling of multiple responsibilities?	
Resourcing	Am I efficient in understanding the complexity of the project and plan resources effectively to support the project deliverables on schedule and with quality?	
	Do I understand the team dynamics? Can I plan resources and form team effectively by hiring the right talent?	
Interviewing and spotting talent	Am I good at scanning piles of CVs and pulling out the best ones?	
	Do I have great interviewing and assessment skills?	
	Do I have a natural ability to spot talent and nurture them?	
Guardianship and negotiation	Can I effectively advocate my team to the stakeholders?	
	Do I often win the battle for my team?	
	Do I possess effective negotiation skills and always able to get the best deal for my team?	
Management	Am I good at multiple-level management: • Up: Am I comfortable working with the higher management to understand the organisation goals, direction, and then plan actions to align with them? • Down: Am I good at working closely with my team to help them perform better, evaluate their progress regularly and remove any road blocks? • Sideways: Am I good at working with R&D Managers and other stakeholders to understand the expectations, the project or program roadmap and help my team achieve them? • Inward: Am I good at working with my peers in my department and in other departments to achieve results? • Outward: Am I good at building a network outside the organisation to keep up with the new trends in the market	

Skill set	Do I have it in me?	✔
	and prepare my team to be future-ready?	
	Do I enjoy the dynamics of management and the challenges of meeting the expectations of the leadership?	
	Am I good in keeping my team motivated during difficult times and still making sure they are 100% productive?	
Goal setting	Do I have the ability to set department objectives, strategy, and goals?	
	Do I have the ability to set smart and measurable goals for the team?	
	Am I able to effectively guide the team members on executing and achieving the goals?	
Performance management	Am I able to effectively create a personal development plan for each of my team member and track development through regular one-on-one discussions? Do I enjoy the entire process?	
	Am I able to assess the strength and weakness of my team members without being biased?	
	Do I enjoy conducting performance reviews and providing comments to my team mates, including being part of difficult conversations?	
Team management	Am I always confident about conducting team meetings and "connecting" with all the attendees during the course of it?	
	Am I good at conducting one-on-one discussions with my team? Do they open up easily to me?	
	Am I efficient in tracking the days of leave taken by team members, and their office timings?	
Training	Am I able to identify the training requirements for my team and device a good training plan?	
	Do I prepare well for all my trainings?	
	Do I get open and positive feedback most times for the trainings I conduct?	
Mentoring and	Does my team confide in me about their limitations?	

Skill set	Do I have it in me?	✔
approachability	Am I able to figure out the limitations in each of my team members effortlessly and device a plan to upskill them?	
	Does my team value the learnings I impart? Do my mentoring help the team perform at work effectively?	
Feedback	Have I successfully established a system where each team member is forthcoming in sharing their feedback?	
	Am I able to take negative feedback in the right spirit (without being vindictive) and work on them?	
	Do I often retrospect so that I can come up with a better approach next time?	