

Key Management Task and Responsibilities

Managerial Task Reflection Exercise

Are you ready to take a quick look at your management skills?

Instructions: For each core responsibility listed below, rate yourself on a scale of 1 to 5 (where 1 = Rarely, and 5 = Always)

Do I set clear, measurable goals with my team? ___

Do I develop detailed plans to achieve our objectives? ___

Do I actively engage in and lead productive meetings? ___

Do I make informed, timely decisions? ___

Do I delegate tasks effectively, ensuring clarity and understanding? ___

Do I maintain open, effective communication channels? ___

Do I regularly track and assess our progress towards goals? ___

Do I invest in my team's professional development? ___

Do I motivate my team towards higher performance and engagement? ___

Do I build strong, respectful relationships within and outside the team? ___

Do I lead my team effectively through challenges and obstacles? ___

Do I regularly review and manage team performance constructively? ___

Do I demonstrate the behaviors I expect from my team? ___

Do I effectively guide my team through changes? ___

Do I ensure that our work meets legal and ethical standards? ___

Do I promote a collaborative and supportive team environment? ___

Reflection: After rating yourself, identify areas where you consistently perform well and areas with room for improvement. Consider actionable steps you can take to enhance your effectiveness in those lesser-rated tasks.