

## Beehive Management Effectiveness Questionnaire

- 1) **What?** This questionnaire is meant as a quick and easy reflective exercise to help you review your performance as a manager. Please reflect on how well you feel you are performing against each of the statements using the following scale:

1 Rarely: 2 Occasionally: 3 Quite often: 4 Frequently:

	1	2	3	4
<input type="radio"/> I make sure that I am clear about the business plan for my work area and how it relates to the strategic business plan.				
<input type="radio"/> I share my area business plan with my team and seek views on how we can best achieve it.				
<input type="radio"/> I delegate suitably challenging work, clarify expectations and monitor progress.				
<input type="radio"/> I manage change effectively by letting people know what, why and how change will be happening.				
<input type="radio"/> I stay up to date with staff appraisals.				
<input type="radio"/> I set SMART objectives with my team members so they are clear about their work goals.				
<input type="radio"/> I regularly review objectives with my team members and give them clear, helpful and constructive feedback.				
<input type="radio"/> I ask my staff what they need from me and support them in doing their jobs to the best of their abilities.				
<input type="radio"/> I emphasise the importance of raising standards.				
<input type="radio"/> I recognise and reward (where possible) and celebrate good performance on an on-going basis.				
<input type="radio"/> I hold people to account if they are under-performing.				
<input type="radio"/> I regularly coach my team members.				
<input type="radio"/> I encourage staff to find out the best ways of getting the job done and encourage them to try new ways of doing things.				
<input type="radio"/> I support staff/team if they make a mistake, by helping them learn from it and by sharing responsibility.				
<input type="radio"/> I manage and prioritise my own workload to use my time effectively.				
<input type="radio"/> I make clear why certain courses of action are taken.				
<input type="radio"/> I encourage an open and honest exchange of ideas and communication within and between team members.				
<input type="radio"/> I keep abreast of changes in technology/best practice etc and share that with the team.				
<input type="radio"/> I am seen as a fair manager who expects high standards.				
<input type="radio"/> I am perceived as a good listener.				

- 2) **So what** does all this mean?.....

Take some time to consider where your strengths are (highest scores) and where you could usefully spend some time developing management skills and behaviours (lowest scores)

- 3) **Now what** do I do? - Call or email us to claim your free 60 min coaching session or consultation to plan what to do next

