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Grow at Middlebury: Supervisor Fundamentals

Self-Assessment

On a scale of 1-4 (1=low; 4=high) rate your willingness (confidence & motivation) and ability to engage the following behaviors and tools.

Key Behaviors & Tools	Willingness		Ability	What do you need to be successful?
	Confidence	Motivation		
Clarifying Roles & Responsibilities <i>by Setting Expectations</i>				
Getting to Know Your People <i>with One on One Meetings</i>				
Managing the Workload <i>by Delegating Tasks & Projects</i>				
Managing the Workload <i>by Prioritizing Tasks & Projects</i>				
Supporting Development <i>with Coaching for Development</i>				
Communicating about Performance <i>with Positive & Adjusting Feedback</i>				
Communicating about Performance <i>informed by Performance Documentation</i>				
Communicating about Performance <i>with Coaching for Corrective Action</i>				