

Self-Assessment Tool for ICE Directive and Team Leaders

Part I The meetings:

For your joint meetings, how do you agree the content and agenda/issues to be raised?

How do you engage the interest of your team or group of employees before the meetings?

What process is in place for actioning or following up the ideas, agreements at the meeting?

What process is in place for feeding back to your team or employee group following the meeting?

The level of consistent understanding amongst employees about the purpose of the joint meetings is:

Poor	Average	Very Good	Outstanding
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The opportunity for open and honest discussion in our joint meetings is:

Poor	Average	Very Good	Outstanding
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In the meetings, our ability to work as a real team to deal with the joint issues within the business is:

Poor	Average	Very Good	Outstanding
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Part 2 – Your personal competencies

When raising issues and speaking up in meetings the content of my contribution is:

Poor	Average	Very Good	Outstanding
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My personal presentation and delivery style is in meetings or with a group is:

Poor	Average	Very Good	Outstanding
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When addressing my team/employee group, the relevance of the language and content is always:

Poor	Average	Very Good	Outstanding
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To ensure there is a common understanding across the team/employee group of the issues involved by explaining clearly and concisely; my explanations are usually:

Poor	Average	Very Good	Outstanding
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My use of different questioning styles to get feedback and responses from my team is:

Poor	Average	Very Good	Outstanding
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When listening and responding to ideas, suggestions and comments at meetings or from my team, I am:

Poor	Average	Very Good	Outstanding
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When responding to and following up on ideas, suggestions and feedback from my team or from meetings, I am:

Poor	Average	Very Good	Outstanding
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If there was one personal improvement you would like to make, that would have a positive impact on the way you act and communication within the meetings and/or with your team, what would it be?