

Assessment: The Synergist's Toolkit

Use this assessment to identify your areas of strength and weakness in the Synergist's Toolkit.

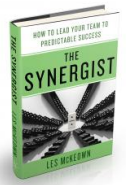
For each behaviour or activity, put a tick in the column which best describes how often you exhibit that behaviour or perform that activity. For each section total up your score.

Example

Time Management	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Has a clear daily/weekly/monthly activity plan			X		
Fulfils commitments made to others (regarding meetings, calls, reports etc.)				X	
Accurately estimates time required for activities				X	
Engages fully in the matter at hand (not distracted by other commitments)			X		
Is able to quickly respond to urgent, unplanned demands without abandoning existing goals and objectives			X		
Column Totals	0	0	9	8	0
Grand Total	17				

The Enterprise Commitment

The Enterprise Commitment	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Actively places the interests of the enterprise (the organization, department, division, project, group or team) above personal interests					
Adopts a detached perspective, not focusing on their own concerns, instead taking a high level perspective of the team's activities					
Strives to keep the goal or objective of the group foremost in the group's interaction					
Encourages others to look beyond what is in their own personal interests to the interests of the enterprise					
Suppresses their natural Visionary, Operator or Processor tendencies in order to get the best outcome from the team's interaction					
Encourages others to move beyond their natural Visionary, Operator or Processor tendencies in order to get the best outcome for the team					
Column Totals					
Total					



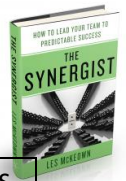
Personal Productivity

Time Management	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Has a clear daily/weekly/monthly activity plan					
Fulfils commitments made to others (regarding meetings, calls, reports etc.)					
Accurately estimates time required for activities					
Engages fully in the matter at hand (not distracted by other commitments)					
Is able to quickly respond to urgent, unplanned demands without abandoning existing goals and objectives					
Column Totals					
Grand Total					

Priority Management	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Has a clear understanding of the organization's primary goals and objectives					
Has a clear understanding of his or her own primary goals and objectives					
Has a reasonable understanding of the primary goals and objectives of each of his or her team members					
Is focused on primarily on achieving high priority goals and objectives					
Manages lower priority activities appropriately and without distracting from the achievement of high priority items					
Column Totals					
Grand Total					

Crisis Management	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Remains calm and focused in an emergency					
Seeks to minimize the disruption caused by emergencies and problems					
Moves quickly to resolve and move on from emergencies and problems					
Puts systems and processes in place to prevent repetition of emergencies and problems					
Empowers others to solve problems, rather than acting as a firefighter to personally fix every problem					
Column Totals					
Grand Total					

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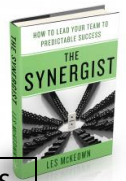
Delegation	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Understands those aspects of their job description that only they can deliver on					
Identifies those aspects of their job description that can be delegated to others					
Delegates those tasks to subordinates or assistants within their areas of responsibility					
Allocates delegated tasks in a way that will challenge and develop the individuals they are delegated to					
Follows up on delegated tasks in a timely manner, without micro-managing					
Column Totals					
Grand Total					

Teamwork

Conflict Management	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Openly addresses possible areas of conflict as they appear					
Encourages the airing of all sides of an issue					
Does not show favouritism					
Encourages those in conflict to resolve issues rather than ignore them					
Acts as a mediator where necessary					
Adopts a 'win-win', rather than a "I win, you lose" approach					
Column Totals					
Grand Total					

Difficult Conversations	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Addresses difficult, painful or negative issues when they arise					
Is graceful and diplomatic in addressing such issues					
Is clear and unambiguous regarding the issue at hand					
Ensures there are no hidden agendas when discussing difficult or negative issues					
Is open and non-defensive when dealing with difficult or negative situations					
Column Totals					
Grand Total					

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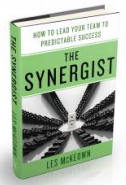


Communication Skills	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Encourages others to communicate clearly and unambiguously					
Models and encourages active listening to others					
Identifies and shares communication styles and methods that have a negative effect on other team members					
Translates vocabulary and terminology that are causing misperceptions or misunderstanding					
Orchestrates team communications to ensure that all team members contribute appropriately					
Column Totals					
Grand Total					

Inclusiveness	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Encourages all members of the team to engage in all stages of the team's interactions					
Varies the lead role in the team's interactions from time to time to ensure everyone's sense of ownership					
Remains alert to situations in which team members have zoned out, identifies why and reengages the team member					
Solicits feedback and summaries from team members at the end of an interaction to gauge the degree of inclusion					
Column Totals					
Grand Total					

Accountability	<i>Never → Sometimes → Always</i>				
	1	2	3	4	5
Ensures there is clear, unambiguous ownership of delegated tasks and responsibilities					
Encourages the setting of realistic achievement milestones for delegated tasks and responsibilities					
Ensures that team members report regularly on progress with delegated tasks and responsibilities					
Encourages the team to identify reasons for missed milestones and uncompleted tasks					
Prompts a realistic reassessment of milestones when necessary					
Column Totals					
Grand Total					

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Total Scores

Behaviour	Score
The Enterprise Commitment	
Personal Productivity	
Time Management	
Priority Management	
Crisis Management	
Delegation	
Teamwork	
Conflict Management	
Difficult Conversations	
Communication Skills	
Inclusiveness	
Accountability	

Top 3 Areas (Strengths)

1. _____

2. _____

3. _____

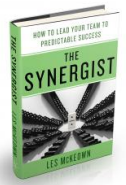
Bottom 3 Areas (Development Points)

1. _____

2. _____

3. _____

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Action Plan

For each of your development areas (your 3 lowest scoring areas) brainstorm what you can do to improve that area. This could be using one of the recommended resources, going on a training course or speaking with your mentor, coach or boss. Then set a date for review and record your progress.

Development Area	Plan to improve	Date for Review	Progress to plan

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