August 2010 Manager Checklist

Provide Frequent, Fair and Accurate Informal Feedback

Providing feedback to employees is the theme for August. Below is a list of tasks for managers to accomplish to stay in tuned to providing feedback to employees. Below is a list of questions along with tasks. Please "check mark" the line to complete the tasks and then "check mark" the question once all of the tasks for that particular question has been completed.

_____ **1. Have you spoken with everyone today?**

____ I've greeted everyone in the office.
____ I had an elevator speech (2 minute conversation) with at least everyone in the office.
____ I held a brief staff meeting to update everyone on current objectives.
____ I offered to assist anyone that needed help with assignments or projects.

_____ **2. Have you provided feedback to your employees?**

____ I've scheduled meetings with my employees to discuss feedback on projects, tasks and performances.
____ I've been straight forward and expressed my views and opinions on the tasks.
____ I've openly welcomed my employees' opinions/suggestions.
____ I've made it an effort to end the meeting on a positive note.

_____ **3. Have you utilized all the outlets to express feedback to your employees?**

____ I've met with all my employees in both formal and informal settings to provide feedback.
____ I've sent emails to express my concerns and suggestions and welcomed their opinions/suggestions.
____ I've made phone calls to my employees to express feedback and welcomed their opinions/suggestions.
____ I've sent memos to all my employees to express my feedback and welcomed their opinions/suggestions.

_____ **4. Have you allowed your employees to feel open to express their feedback on your managerial performance?**

____ I've accepted suggestions and feedback from my employees.
____ I viewed my employees opinions as tools for improving what I do as a manager.
____ I actively listened to my employees to comprehend where they are coming from.
____ I consider my employees' perspectives when making decisions.

_____ **5. Have you provided a work environment where employees can freely express their feedback?**

____ I've provided a "Suggestion Box" to allow employees to express their feedback/opinions anonymously.
____ I've initiated an "Open Door" policy to allow employees to freely express their thoughts to me at anytime.
____ I've scheduled regular staff meetings so that employees can meet and share ideas.

_____ **6. Have you provided infomation to your employees on where they can find tools about providing feedback?**

____ I've provided my employees the CPMS WorkLife web address (www.cpms.osd.mil/worklife) to inform them of all the tools that can be easily accessed as a source of information on providing feedback in the workplace .
____ I've posted the marketing materials around the office/building to increase the awareness and importance of providing feedback.
____ I've informed other divisions and agencies of the CPMS WorkLife website (www.cpms.osd.mil/worklife).
____ I've incorporated the tools I've found on the CPMS WorkLife website (www.cpms.osd.mil/worklife) into my daily work routine.