

September 2010 Manager Checklist

Share Knowledge, Collaborate and Network

Sharing knowledge, collaborating and networking with employees is the theme for September. Below is a list of tasks for managers to accomplish to stay in tuned with sharing knowledge with employees. Below is a list of questions along with tasks. Please "check mark" the line after tasks have 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 encouraged your employees to collaborate with one another to complete projects?

- I've met with all my employees in both formal and informal settings to see if the employees wanted to work in teams to take on projects.
- I've openly welcomed my employees' opinions/suggestions on the idea of collaborating with their peers on projects.
- I've listened to everyone's opinions about collaborating and I spent time to weigh the positives and negatives of allowing the employees to team up with one another.
- I thanked everyone in the office for their opinions/suggestions.

3. Have you encouraged your employees to share information with others in the office and with other organizations?

- I've encouraged my employees to coordinate with other divisions that are seeking the same information to complete special projects.
- I've presented tutorials of DoD online tools that would help with divisional information sharing with tools such as: SharePoint, Adobe Connect Online, Intelink, DoDLive, eChirp, Intelpedia and Defense.gov.
- I've encouraged my staff to share information that we've gathered with other organizations.

4. Have you encouraged your employees to have access and use social networking sites such as DoDLive Blog, Facebook, Flickr, Twitter, YouTube and UStream for information sharing?

- I've allowed my employees to access social networking sites for work purposes only.
- I've made sure that all of my employees have gone through computer training to know what to do and not what to do on the computer especially while using social networking websites.
- I've presented tutorials of the DoD social networking sites to encourage my employees to use them as an aid in sharing information and networking.

5. Have you provided a work environment where employees can freely network with other individuals?

- I've encouraged employees to team up to complete projects.
- I've encouraged employees to meet after work hours to build a stronger employee relationship at social functions.
- I've encouraged my employees to participate in work functions to meet people from other organizations.

Employee Satisfaction and Engagement 2010

For more information on Employee Satisfaction and Engagement, please visit: www.cpmosd.mil/worklife

