

# Cortex Management Skill Set Assessment

Use this form to assess a manager's or a management team's core competencies. Use A, B, C, D to rank from A being most important to D being least important to the current management role. The development priorities are therefore the lowest scores in the most important skills.

You can send this to the manager and have them do a self assessment and then have a coaching conversation to compare the results.

<b>Core management skill sets</b>
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Score 1-10		
0-10	importance (A/B/C/D)	Rank

1	Managing multiple priorities.		
2	Motivation and leadership of team and individual team members.		
3	Communication skills, questioning and active listening, building trust, empathy and mutual understanding.		
4	Performance appraisals planning, conducting, and follow-up, for team, and self.		
5	One-to-one performance management coaching conversations – handling grievances, holding other's accountable		
6	One-to-one performance/talent management to identify strengths and optimize performance of team members.		
7	Delegation, identifying and agreeing on tasks, measuring, follow-up, management by objectives.		
8	Effective use of IT and equipment, esp. communication, planning and reporting systems.		
9	Financial and commercial understanding (e.g., budgets, profit & loss, cash-flow, etc.).		
10	Managing relationships, inter-department, peers, upwards, obtaining approval for projects, changes etc.		
11	Planning and facilitating meetings, effective follow-up.		
12	Business writing, e.g., letters, reports, plans, project plans.		
13	Recruitment interviewing and selection, and effective induction of new people.		
14	Administration; financial/performance reporting, monitoring, maintaining and developing reporting systems.		
15	Creating and giving effective presentations to groups.		
16	Creative problem-solving and decision-making, taking initiative.		
17	Quality awareness and managing, according to quality standards and procedures.		
18	Employment and HR policy awareness and managing, according to policies (equality, disability, harassment, etc.).		
19	Customer care and customer service management - external and internal.		
20	Self-development, self-control, compassion and humanity, seeking responsibility and personal growth.		
21	Appreciation/application of social responsibility, sustainability, humanity and ethical considerations.		
22	OTHER:		

