



# Management Skills Assessment

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## **Instructions**

This assessment aims to give you a snapshot of how you assess your current level of management skills.

Read each of the statements and if you believe you have the skill, insert a ✓ in the box. If you believe that you currently don't have the skill leave the box blank.

A scoring sheet is given at the end of the assessment. If you want to get insights from others who you manage and your boss, simply print out the assessment and ask them to complete.

## Management Skills Assessment

I set myself clear goals	<input type="checkbox"/>
I set clear goals for my team	<input type="checkbox"/>
I prioritise my work effectively	<input type="checkbox"/>
I plan ahead	<input type="checkbox"/>
I allow time for unexpected events	<input type="checkbox"/>
I take decisions and don't procrastinate	<input type="checkbox"/>
I am systematic when it comes to problem solving	<input type="checkbox"/>
I deal without performance issues in my team	<input type="checkbox"/>
I make time for people in my team	<input type="checkbox"/>
I listen effectively	<input type="checkbox"/>
I stay calm under pressure	<input type="checkbox"/>
I deliver results and take action when things are not going to plan	<input type="checkbox"/>
I am effective at securing the resources I need	<input type="checkbox"/>
I focus on results	<input type="checkbox"/>
I spend more than 20% of my time managing	<input type="checkbox"/>
I help other people to grow and develop	<input type="checkbox"/>
I run effective meetings	<input type="checkbox"/>
I effectively monitor progress of tasks and projects	<input type="checkbox"/>
I manage the resources allocated to me	<input type="checkbox"/>
I avoid blaming others	<input type="checkbox"/>

## Scoring Your Assessment

**Take a look at your assessment. If you have ticked between:**

**0 and 5 boxes** you are probably relatively new to managing and your priority should be to get a clear management development plan in place

**6 and 10 boxes** you are on your way to becoming a competent manager. Take a look at the areas you have left blank and start to explore ways of developing the skills.

**11 and 15 boxes** you are a competent manager and need to start exploring what will move you into the area of great manager and future leader.

**16 and 20 boxes** you are probably already a highly rated manager and you need to start establishing what you need to do to make the step into a leadership role.

## Ready To Become A Better Manager?

If you are ready to make the commitment to becoming an even better manager, please contact [duncan@goalsandachievements.co.uk](mailto:duncan@goalsandachievements.co.uk) to arrange a no obligation management skills review.



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