

## Is your Team Optimized for Success?

Management is all about achieving success through people. Manage them properly and enable them to maximize their own contributions to the success of the business. Good people management is at the heart of achieving a successful, high performance business.

This **checklist** looks at the key criteria for achieving success through people.

Are you?	Yes	No
Developing a multi-skilled workforce?		
Using the right staff in the right place?		
Properly training and encouraging staff?		
Delegating and empowering your staff?		
Monitoring labor efficiency?		
Obtaining adequate feedback from your sales force?		
Encouraging communication across activities?		
Defining the purpose of the job, job duties and responsibilities?		
Defining performance goals with measurable outcomes?		
Defining the priority of each job responsibility and goal?		
Holding interim discussions and providing feedback about employee performance?		
Providing coaching and mentoring to staff to help them achieve their full potential?		