



## Retaining Winning Talent: Self-Assessment

Duplicate this worksheet each time you need to use this skill with a team member. Use this worksheet before, during or after the session to prepare, guide, or review your performance. Place a (4) before each statement once it is completed.

### Team Member's Name:

- ☐ I help my team member maintain a sense of self-esteem.
- ☐ I create a nonthreatening environment for my team member.
- ☐ I express my confidence in the team member in a way that will motivate him/her.
- ☐ I respond to the early warning signal(s) that my team member is displaying.
- ☐ I select the team member who has the work skills, knowledge, and personal values and traits for the position.
- ☐ I conduct team meetings to continually reinforce the importance of teamwork so that team members are dependent on each other for success, learning, and growth.
- ☐ I work one-on-one with each team member to create an action plan for individual career and development growth.
- ☐ I recognize my team member for a job well done immediately following his/her accomplishments.
- ☐ I create specific, measurable, and time-framed goals with my team member to keep track of his/her progress.
- ☐ I ask the team member questions to identify what is most gratifying and most frustrating about his/her current projects, assignments, and work in general.
- ☐ I provide for the needs, wants, and expectations the team member has or will have in his/her work.
- ☐ I offer the team member opportunities to participate in decision-making roles that will motivate him/her.

**What did I do best in this meeting?**

**What would I do differently?**

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