



Brian Tracy University Management Skills Assessment

Why are some managers *more* efficient and effective than others?

Why do some managers build great teams, departments and companies, and produce outstanding results than others?

The difference between top managers and executives and average managers is almost always *knowledge* and *skill*.

Fortunately, all managerial skills are *learnable*. No one is born with them. And now we know what they are, what skills you need to achieve the best results in your job.

You may be just *one skill away* from dramatically improving your effectiveness.

Give yourself a grade of 1-10 on the following key skill areas on managerial effectiveness.

Be honest! Imagine you will be explaining your grade to others. The most important part of this Managerial Skills Assessment is that it shows you your strengths and weaknesses, and where you have to work to maximize your potential.

Excellent performance in management is only possible where you are competent in the following areas:

1. **Planning:** you are competent, complete and proficient in preparing detailed written plans of action for each of your areas of responsibility.
 - a. You “think on paper” and rewrite until your plans are clear and easily understood.

- b. The people around you are clear about your plans and their roles in executing them.

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| Grade: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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- 2. **Organizing:** you are skilled and efficient at bringing together the people, money, resources and facilities you need to carry out your plans.

- a. You organized everything you need on time, in advance.
- b. Each person around you knows what you are trying to do and how you are trying to do it.

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- 3. **Staffing/Recruiting:** you have developed the ability to select the right people to carry out the plans and get the job done.

- a. You have a tested, proven interview process that you use in finding the right people.
- b. You have a proven selection process that assures that you choose the right people most of the time.

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- 4. **Delegating:** you know how to delegate the task to the right person in the right way.

- a. You delegate important tasks to people of proven competence.
- b. You delegate tasks in such a way that the other person knows exactly what you want, when and how you want it, and how it is to be increased.

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5. **Supervising:** you are capable and competent of assuring that the job is done in time, and to required standards of excellence.
- a. You set up a regular reporting schedule, and inspect what you expect.
 - b. You allow maximum freedom of action but written clear boundaries of expectations and control.

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6. **Measuring:** you establish clear metrics, scorecards and standards for each key job and activity.
- a. You know the KRM's (Key Result Measures) required of you by your boss, customers and superiors.
 - b. Everyone who reports to you knows exactly what they are supposed to do, in what order of priority, and how successful performance will be measured and rewarded.

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7. **Reporting:** you have established methods to report your results to the key people to whom you are responsible.
- a. You provide adequate, accurate and timely reports on results and activities to your boss and others who require them.
 - b. You assure that your reports are prepared and presented in such a way that they are understood and accepted.

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8. **Productivity:** you are constantly seeking new, better, faster methods and techniques to do the job more efficiently.
- a. You continually reorganize, restructure and reengineer to reduce costs, complexity and delays.
 - b. You continually set better priorities and concentrate your people and resources on more valuable tasks and activities.

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9. **Innovation:** you continually seek out new ways to increase sales, cut costs and improve productivity.
- a. You keep current with new technology and look for ways to use it to get the job done faster, better, cheaper.
 - b. You encourage a creative climate, rewarding ideas for innovate approaches and solutions from others.

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| Grade: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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10. **Profitability:** you are constantly looking for ways to increase the profitability of the organization.
- a. You are always looking for ways to increase sales from new or existing products, boost cash flow, and improve net profits.
 - b. You continually seek out and practice ways to cut costs and expenditures.

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| Grade: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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Management Skills Assessment Grid

Performance Area

Score

| Your Score? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|------------------------|---|---|---|---|---|---|---|---|---|----|
| 1. Planning | | | | | | | | | | |
| 2. Organizing | | | | | | | | | | |
| 3. Staffing/Recruiting | | | | | | | | | | |
| 4. Delegating | | | | | | | | | | |
| 5. Supervising | | | | | | | | | | |
| 6. Measuring | | | | | | | | | | |
| 7. Reporting | | | | | | | | | | |
| 8. Productivity | | | | | | | | | | |
| 9. Innovation | | | | | | | | | | |
| 10. Profitability | | | | | | | | | | |
| TOTALS: | | | | | | | | | | |

Give yourself a grade of 1-10 in each area. Add up your total score and divide it by 10 to get your overall score as a manager.

Score: 91 – 100 = Excellent
 81 – 90 = Above Average
 71 – 80 = Good
 60 – 70 = Average
 Below 60 = Below Average

“Managers are made, not born. There may be naturally born managers, but there are so few of them that they make no difference in the great scheme of things.” (Peter Drucker)

The fact is that you must be proficient in a wide range of managerial skills if you want to be the best, if you want to fulfill your full potential for managerial effectiveness.

Key Point: A weakness in *one* important skill area can be enough to hold you back or undermine your effectiveness in many other areas.

The good news is that all managerial skills are *learnable*. You can learn any skill you need to become excellent in managing and getting results through others.

High Performance Leadership

This practical, proven, fast-acting program on managerial effectiveness is based on more than 30 years of work with the managers and executives of more than 1,000 companies in 42 countries.

In High Performance Leadership, you learn how to:

- Plan and strategize to achieve your goals and objectives
- Select and build high performance teams
- Manage your time and priorities
- Increase your productivity, performance and output
- Solve problems more efficiently and make better decisions
- Manage and motivate people to peak performance
- Create an entrepreneurial organization
- Release the creativity and potential of your people
- Become one of the best managers/executives of your generation

How to Enroll

High Performance Leadership is a Brian Tracy University (www.briantracyu.com) Internet-based certificate program consisting of 30 lessons, divided into courses containing 10 lessons each.

In addition, you receive over \$900 worth of materials in the form of books, workbooks, CD's and other support.

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Benefits and Results

You will learn key skills you can use immediately to get better results. You will learn the best and most practical ideas from 1000's of books and articles, combined with 30 years of teaching and experience.

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Enroll today in [High Performance Leadership](#) at Brian Tracy University's College of Leadership and Management and begin the process of becoming a more efficient and effective manager in everything you do.

We look forward to working with you.

Best regards,

A handwritten signature in black ink, appearing to read "Brian Tracy", with a horizontal line underneath it.

Brian Tracy
www.briantracyu.com