Calibrate Yourself

As a manager, please answer the following statements	Yes	No
I can clearly articulate the long-term professional desires of my employees.		
I know what style or approach is most effective with my direct reports.		
I have insight into the hobbies and interests of my team.		
I have explained to each of my employees how their role impacts our business goals and objectives within the past three months.		
I have held a one-on-one conversation with each of my direct reports in the past four weeks, during which I solicited their input on a challenge or solution.		
I have asked each of my team members their meeting time preferences. This includes team members in different time zones.		
An employee changed their behavior as a result of feedback that I recently delivered.		
An employee recently thanked me for allowing them to work on a special project that stretched their skills.		
I agreed to help an employee implement a new idea in the past three weeks.		
I have asked each of my employees how they prefer to receive recognition.		
I recently received feedback from my team members that they enjoyed a celebration or recognition event.		

Employee Value Assessment



So I can learn more about you and your goals, please complete this worksheet and return it to me at your convenience.

Employee Name	

Question	Answer
What do you value most?	
What do you value most from a manager?	
Describe activities that you are passionate about	
What do you like most about your work?	
What additional skills would you like to develop?	
How can I help?	
How do you like to receive recognition? Describe the most memorable recognition you have ever received	
What one thing would you like me to do to help you best succeed in your role?	
What is your ideal job? Where do you want to be in the near future? What can I do to help?	
What can we do to make your current job more challenging or rewarding?	
• What keeps you at GE?	

Translate Employee Responses Into an Action Plan



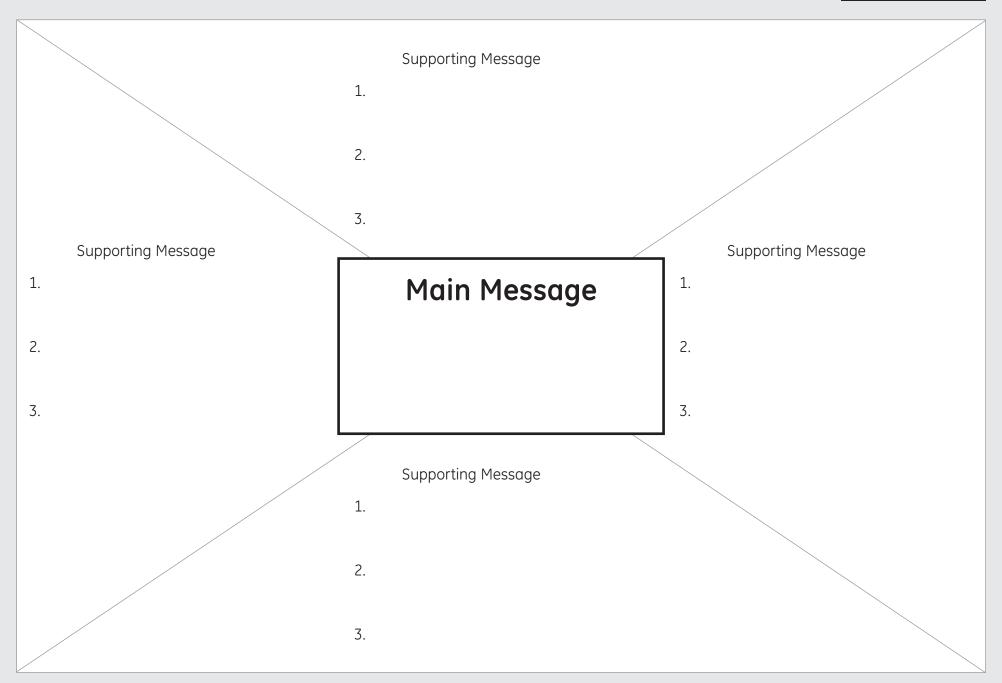
Use this template to create an action plan based upon your discussion with each employee.

Employee Name	
1 5	

Employee Need	Specific Action	Owner	Timing

Business Goals





Time Zone Etiquette Tool



The casual interactions that come naturally when you share workspace must be carefully planned when you work virtually.

Employee	Location Time Zone	Hours ime Zone Difference			"Off Limits" Times			
Z.ii.p.iogco		Time Zone	from HQ	Mon.	Tues.	Wed.	Thurs.	Fri.

Your Action Plan for Individual Employees



	Тос	day	Ongoing		
Employee	More of:	Less of:	More of:	Less of:	

Your Team Action Plan



	Тос	day	Ongoing		
My Team	More of:	Less of:	More of:	Less of:	