

Leader Toolkit

How do you work with others



We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do what we say we will do and focus on what matters and deliver results.

Why use this tool

Use this tool to help you understand how you work with others and to work out what you can do better.

When to use this tool

Use this tool when you would like to understand more about how you can become more effective with others within a team, across teams or in a leadership position.

Use as soon as you have been formally offered a promotion.

How to use this tool

1. **Read the statements** describing how you work with others.
2. Decide **how well each statement describes you** and pick the right letter.
 - A – never true
 - B – sometimes true
 - C – often true
 - D – always true
3. **List what you can do better** – Something you should remember? Something you should do?
4. **Add actions** to your **development plan** and include **in your PACE** development or career plan.

Tips

- Working well with others will help you in your new position so **be honest!**
- Use this tool to **get feedback from others**. Ask them to complete it giving their view of you.

How do you work with others



Use this checklist to understand how you work with people

How do you work with your team and others?		Think! How true is each statement? Pick A B C or D				Are there things you can do better? Check what you picked as As & Bs . As & Bs show you where you can improve.
Decide how well these statements describe the way you work with others - from never true to always true.		NEVER true	SOMETIMES true	OFTEN true	ALWAYS true	List what you can do better . Something you should remember? Something you should do?
1.	I work well with, and do not upset other people.	A	B	C	D	
2.	I listen to other people's ideas and try them out.	A	B	C	D	
3.	I find it easy to talk to and work with people I do not know well.	A	B	C	D	
4.	I think carefully about my faults and try to correct them.	A	B	C	D	
5.	I encourage others to perform well.	A	B	C	D	
6.	I am prepared to question the way we do things.	A	B	C	D	
7.	I find it easy to encourage others.	A	B	C	D	
8.	I keep my feelings under control, even when others do not agree with me.	A	B	C	D	
9.	I take the time to make sure that others understand me.	A	B	C	D	



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Decide how well these statements describe the way you work with others - from never true to always true.		NEVER true	SOMETIMES true	OFTEN true	ALWAYS true	List what you can do better . Something you should remember? Something you should do?
10.	I am patient with people who are slow at picking up ideas.	A	B	C	D	
11.	I am aware of people's reactions to what I do or say.	A	B	C	D	
12.	I ask others for their ideas and opinions.	A	B	C	D	
13.	I actively seek comments on how I am doing.	A	B	C	D	
14.	I try to put forward useful ideas without ramming them down people's throats.	A	B	C	D	
15.	I recognise when I'm being unfair.	A	B	C	D	
16.	I accept criticism.	A	B	C	D	
17.	When working with others, I think about what they want.	A	B	C	D	
18.	I don't get embarrassed when people give me compliments.	A	B	C	D	



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Decide how well these statements describe the way you work with others - from never true to always true.		NEVER true	SOMETIMES true	OFTEN true	ALWAYS true	List what you can do better : Something you should remember? Something you should do?
19.	I think about people's ideas carefully and don't jump to conclusions.	A	B	C	D	
20.	I'm always ready to ask for help when I need it.	A	B	C	D	
21.	I know I have a responsibility to make our team work well.	A	B	C	D	
22.	I am open and honest in what I say to others.	A	B	C	D	
23.	I often back up others and their ideas.	A	B	C	D	

