

## Pre-Course Questionnaire –

To ensure that we have a better understanding of your starting point before attending this programme, we have developed a two-part questionnaire for you and your manager to complete.

### Part One –

contains general open questions to help you, your manager and the trainers understand your starting point and key objectives you want to achieve from attending this development programme. Please complete these questions in discussion with your manager.

### Part Two –

Looks at the key elements covered in the leadership development programme and requires both you and your manager to rate where you are in terms of your current level of understanding and performance in each area on a scale of 1-5. You will see from the questionnaire that your manager is asked to rate your current level independently of your own rating and then you are asked to agree the final rating together before sending the questionnaire back to us.

*Part Two* will be sent to both you and your manager 3 months after the programme for you to rate again. This will help you assess how you are progressing and any specific actions required moving forward.

## Part One

Why do you think you have you been selected to attend this programme?

What management development/training have you experienced so far in your career?

What are your main objectives in attending this course?

What would help you to get the most out of this course?

What might stop you achieving your objectives?

What will you do to show commitment to learning from this course?

What are the three main improvements you would like to make as a result of this training?

1)

2)

3)

Please return the completed part one form to: Management Sanctuary Ltd  
[develop@managementsanctuary.com](mailto:develop@managementsanctuary.com)

## Part Two

Below are the 6 key elements that you will be focusing on within the 'Leadership Development Programme'. Consider each of the questions under each heading and rate yourself against them on a scale of 1-5 in terms of where you feel your level of understanding and performance currently stands. It is really important that you are objective and honest with yourself to ensure that you get the most out of this analysis as it will help you to focus on the areas you most need to address.

### Scale Guide:

- 1 = No understanding or very little understanding of this
- 2 = Need to improve understanding of this
- 3 = Good understanding but need to put into practice
- 4 = Good understanding and performance
- 5 = Excellent - coaching others how to do this

**A** is *your* rating

**B** is your *manager's* rating

**C** is the *agreed* rating

	A	B	C
<b>1. Leadership</b>			
Gives clear direction to individuals and teams to meet the goals of the business			
Motivates and inspires people by empowering and trusting them			
Understands their leadership style and how to adapt to different situations and people			
<i>TOTAL</i>			
<b>2. Teamwork</b>			
Encourages team members to share their knowledge and experience			
Works effectively with other team members to resolve complex problems			
Resolves conflict within the team to ensure team objectives are achieved			
<i>TOTAL</i>			
<b>3. Communication</b>			
Gives clear and concise instructions when delegating			
Gives clear, constructive and assertive feedback to others			
Delivers and manages effective team briefs and meetings			
<i>TOTAL</i>			
<b>4. Developing Self and Others</b>			
Identifies the development needs of self and individuals through objective assessment			
Provides on the job instruction and coaching to increase the skills and abilities of team members			
Conducts and manages induction and appraisal processes effectively			
<i>TOTAL</i>			
<b>5. Performance Management</b>			
Sets objectives for individuals and team that are specific, measurable, achievable, results oriented and time bound			
Confidently addresses performance issues with the individual in line with company procedures			
Provides regular feedback to the team and individuals on their performance			
<i>TOTAL</i>			
<b>6. Leading Change</b>			
Has an understanding of how people respond to change and why			
Recognizes the role a leaders plays in shaping the change agenda			
Uses a range of skills to help overcome resistance to change by others			
<i>TOTAL</i>			

Comments:

Signed (Delegate)..... Date.....

Signed (Manager) ..... Date.....

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