

Time goes by quickly when you're running a business. Below is a three-minute exercise you can use to assess how well you're doing with key habits for managing your people (a.k.a. "talent"). Fill in the circle next to each item that you're doing or that you know for sure are happening. If there's an item you're accomplishing some of the time, give yourself partial credit by filling in the bottom half of the circle.

1. Key Habits for Managing Talent

- ☐ I delivered all of the evaluations on time.
- ☐ I have one-on-one discussions with each member of my staff at least once a month.
- ☐ I have reviewed all the evaluations of my team's staff.
- ☐ Each person on my team has a development plan.

2. Key Habits for Managing Most Valuable People and Roles

- ☐ I have a list of key people whom we cannot afford to lose AND:
 - ☐ I have checked in with them within the last month to see how they're doing.
 - ☐ I have written development plans for them.
- ☐ I have a list of the key roles in my company AND:
 - ☐ I have a performance/potential chart for people currently in each role.
 - ☐ I have list of candidates in case of openings in these roles.
- ☐ I have a list of high potentials for promotion and we have spoken with each person on the list within the last six months about his/her future.

3. Key Actions for Providing Focus for the Team

- ☐ My team has a plan for 2011 and everyone can name the top three to five priorities.
- ☐ The whole team reviews the progress of our yearly goals each month.
- ☐ We hit our 2010 goals.

EXTRA Questions (Rate from 1, "strongly disagree," to 5, "strongly agree.")

- ___ I have been very satisfied with the quality of the people we hired and promoted this past year.
- ___ I see my team leading and resolving conflicts without my help.
- ___ I am confident that we will hit our key goals for the coming year.
- ___ I have someone on my team that SHOULD NOT be there because they are not contributing at an acceptable level.

An on-line version of the talent scorecard will be available in October. To receive notice when it is launched, sign up for the trUTips mailing list at www.thetrugroup.com.

Use this QR Code to sign-up NOW using your smart phone.



1. Key Habits for Managing Talent

	<u>100%</u>	<u><100%</u>
a. I delivered all of the evaluations on time.	36.7 %	63.3 %
b. I have one-on-one discussions with each member of my staff at least once a month.	63.3 %	36.7 %
c. I have reviewed all the evaluations of my team's staff.	51.7 %	48.3 %
d. Each person on my team has a development plan.	27.6 %	72.4 %

2. Key Habits for Managing Most Valuable People and Roles

	<u>100%</u>	<u><100%</u>
a. I have a list of key people whom we cannot afford to lose AND:	56.7 %	43.3 %
i. I have checked in with them within the last month to see how they're doing.	40.0 %	60.0 %
ii. I have written development plans for them.	20.7 %	79.3 %
b. I have a list of the key roles in my company AND:	51.7 %	48.3 %
i. I have a performance/potential chart for people currently in each role.	17.2 %	82.8 %
ii. I have list of candidates in case of openings in these roles.	20.7 %	79.3 %
c. I have a list of high potentials for promotion and we have spoken with each person on the list within the last six months about his/her future.	14.3 %	85.7 %

3. Key Actions for Providing Focus for the Team

	<u>100%</u>	<u><100%</u>
a. My team has a plan for 2011 and everyone can name the top three to five priorities.	56.7 %	43.3 %
b. The whole team reviews the progress of our yearly goals each month.	43.3 %	56.7 %
c. We hit our 2010 goals.	30.0 %	70.0 %

4. EXTRA Questions - Smoldering Embers

	Strongly Agree		Agree		Strongly Disagree
a. I have been very satisfied with the quality of the people we hired and promoted this past year.	10.0 %	36.7 %	33.3 %	16.7 %	3.3 %
b. I see my team leading and resolving conflicts without my help.	23.3 %	20.0 %	26.7 %	23.3 %	6.7 %
c. I am confident that we will hit our key goals for the coming year.	20.7 %	31.0 %	34.5 %	13.8 %	0.0 %
d. I have someone on my team that SHOULD NOT be there because they are not contributing at an acceptable level.	13.3 %	13.3 %	20.0 %	23.3 %	30.0 %

Past trU Tips Topics: (view under Resources at www.thetrugroup.com)

- The resilience formula: Hope > fear + anger + despair + frustration + worry . . . (#14)
- Making Evaluations More Effective (#13)
- Followership (#12)
- There Is No / In Team – Is Wrong (#9)
- What To Do With Your B-Players (#8)
- Dealing With Low Performers (#7)