

Manager Effectiveness Participant Workbook

Leading with Purpose, Performance, and People in Mind

How to Use

- Use this workbook to reflect, assess, and apply key learnings from the course.

1

Understanding Manager Effectiveness

Reflection: Think about what makes a manager effective.

- What does manager effectiveness mean to you?
- How do you balance results with relationships on your team?
- Describe an effective manager you've worked with and what made them stand out.

2

Core Management Skills Self-Assessment

Rate yourself on a scale of 1–5 (1 = Needs Improvement, 5 = Highly Effective).

Communication: ____ / 5

Motivation: ____ / 5

Delegation: ____ / 5

Empathy: ____ / 5

Reflection: Which of these skills do you feel strongest in? Which would you like to develop further?

3 Communication

Consider how you communicate with your team:

- Are your expectations and goals clear?
- How often do you provide feedback?
- How do you encourage open dialogue?

Action Idea: Identify one area to strengthen your communication approach.

4 Motivation

List three ways you can better motivate your team:

- 1.
- 2.
- 3.

Reflection: How do you connect each person's work to a sense of purpose?

5 Delegation

Delegation Exercise:

- What tasks could you delegate more effectively?
- How can you communicate the 'why' behind delegated work?

Framework Reminder: WHO + WHAT + WHY + WHEN

6 Empathy and Trust

Empathy Reflection:

- How do you show care and understanding to your team?
- How do you respond to challenges or emotional situations?

Trust-Building Actions:

- 1.
- 2.
- 3.

7

Employee Well-Being and Engagement

Consider how you currently support employee well-being:

- Do team members feel valued and supported?
- How do you recognize achievements or contributions?
- How can you help employees grow in their careers?

8

Sustaining Manager Effectiveness

Reflection Questions:

- How will you seek feedback from your team regularly?
- What habits will help you continue to grow as a manager?

- Who can you partner with for accountability or mentoring?

9

Action Plan

Focus Area:

Goal:

Actions I
Will Take:

1.

2.

3.

Timeline:

Success
Measure:

10

Personal Commitment

Write one specific commitment you will make to improve your effectiveness as a manager:

My Commitment Statement:

Signature: _____ Date: _____

Notes:

