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Work Better Together

Self-Assessment
Work Location

Instructions:
This simple exercise is intended to help you assess your work preferences as well as your preferences as a manager. It is also intended to improve communication within your team.

The exercise works best if you and each person on your team completes this assessment individually. Once each person has completed the assessment, the team should meet to discuss individual responses and compile the team's responses.

This document has two sections:
- Section 1 helps you assess your own work style.
- Section 2 helps you assess your preferences as a manager.

Section 1 can be completed by anyone considering their own preferred work style. Section 2 can be completed by current managers or by anyone who is considering taking on a manager role in the future.

See also '**Caveats / Limitations**' on the final page of this document.

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Section 1: Assessing your own work style

Location Preference

1. Do you have a preferred work location?

Strong preference for off-site	1	2	3	4	5	Strong preference for in office
	○	○	○	○	○	

2. If you have a preferred work location, list 3-5 reasons for your preference:

_____

_____

_____

_____

_____

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Section 1: Assessing your own work style

Communication Preference:

3. How do you prefer to communicate with your supervisor on <u>routine status updates</u>?

Strong preference for face-to-face	1	2	3	4	5	Strong preference for virtual
	○	○	○	○	○	

4. How do you prefer to communicate with your supervisor on <u>major project updates</u>?

Strong preference for face-to-face	1	2	3	4	5	Strong preference for virtual
	○	○	○	○	○	

5. How do you prefer to communicate with your supervisor on <u>development or coaching discussions</u>?

Strong preference for face-to-face	1	2	3	4	5	Strong preference for virtual
	○	○	○	○	○	

6. List 3-5 reasons for your responses to the preceding three questions.
Include additional clarification if your responses for the three questions is not the same.

_____

_____

_____

_____

_____

_____

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Section 1: Assessing your own work style

Communication Preference:

7. Given a choice, how frequently would you prefer to speak with your manager?

☐ Daily

☐ Weekly

☐ As needed

☐ Other: _____

8. Given a choice, how do you like to schedule meetings with your manager?

☐ Regular status updates

☐ As needed

☐ Other: _____

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Section 2: Assessing your preference as a manager

Location Preference:

1.	**Do you prefer that people on your team work at a particular location?**			

Strong preference for off-site	1 ○	2 ○	3 ○	4 ○	5 ○	Strong preference for in office

2.	**If you have a preferred work location for your team, list 3-5 reasons for your preference:**

_____

_____

_____

_____

_____

_____

_____

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Section 2: Assessing your preference as a manager

Communication Preference:

3. **How do you prefer to communicate with people who report to you on <u>routine status updates</u>?**

Strong preference for face-to-face	1	2	3	4	5	Strong preference for virtual
	○	○	○	○	○	

4. **How do you prefer to communicate with people who report to you on <u>major project updates</u>?**

Strong preference for face-to-face	1	2	3	4	5	Strong preference for virtual
	○	○	○	○	○	

5. **How do you prefer to communicate with people who report to you on <u>development or coaching discussions</u>?**

Strong preference for face-to-face	1	2	3	4	5	Strong preference for virtual
	○	○	○	○	○	

6. **List 3-5 reasons for your preferences for question 3, 4, and 5.**
   Include additional detail if your responses for all three questions were not the same.

_____

_____

_____

_____

_____

_____

Section 2: Assessing your own work style

Communication Preference:

7. Given a choice, how frequently would you prefer to speak with teams or people reporting to you?

☐ Daily

☐ Weekly

☐ As needed

☐ Other: _____

8. Given a choice, how do you like to schedule meetings with teams or people reporting to you?

☐ Regular status updates

☐ As needed

☐ Other: _____

Caveats / Limitations:

Aveiro Strategy Consultants ("Aveiro") provides this assessment free of cost for use by individuals and companies. Aveiro assumes no liability arising from use of this assessment.

Aveiro does not solicit or actively monitor responses. Individuals or companies using this assessment may submit a completed questionnaire to info@aveirosc.com and request a discussion.

Submission of responses is voluntary. While Aveiro observes typical business practices with respect to data security, Aveiro assumes no obligation or liability with respect to safeguarding data.

Aveiro does not sell or market personally identifiable information. Aveiro may aggregate responses for purposes of analysis and marketing.

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Identifying Information (Optional)

Name: _____

Title: _____

Organization: _____

Date: _____