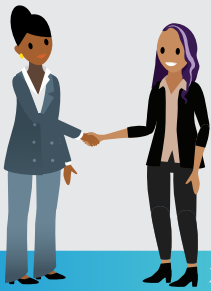
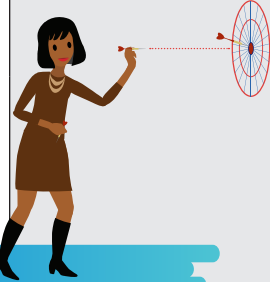




# Great Manager Development Ideas Checklist

salesforce

Great Characteristic	Development Ideas	My Actions
<b>Salesforce Smart</b>    <i>Knows the business, customer, and industry inside and out</i>	Read industry business books, journals, and articles	
	Review the goals of key leaders in your business and on other teams	
	Shadow someone in another part of the business	
	Spend more time getting to know your customers and partners and share what you learn with your team	
	Invite someone from a different part of the business to team brainstorm to get a different perspective	
<b>Get It Done</b>    <i>Drives results even under tough circumstances</i>	Discover Peter Drucker's take on management with this MBA-focused curriculum created in partnership with the Drucker School of Management.	
	Apply best practices for running effective meetings	
	Use a time management system	
	Review priorities in each team meeting	
	Leverage any "rookie smarts" on your team – when you have a new team member, ask them to share their observations with you on what could be improved or done differently	
	Provide employees with time to focus on execution	
	When handing off a project to your team, share what the goal is, but let them determine the best way to get there	

<div> <div>  </div> <div> <h3>Win as a Team</h3> <p><i>Puts the collective good of the company first</i></p> </div> </div>	Meet with leaders who have a different perspective than you to get their input or feedback on an idea	
	Take a 360 assessment to get feedback on your management style and skills	
	Invite leaders from other parts of the business to share their priorities at your next team meeting	
	Take an assessment with your team to learn about each other's working styles and strengths	
	In team meetings, track how often each person comments to ensure everyone has a voice	
<div> <div>  </div> <div> <h3>Motivate and Champion</h3> <p><i>Prioritizes building relationships with each team member, understanding needs and goals, and championing their learning journey</i></p> </div> </div>	Commit to your regularly scheduled one-on-one meetings with each of your team members	
	Practice GROW when coaching	
	Get involved in a mentoring relationship	
	Hold quarterly career-focused conversations with each of your team members	
	Recognize individuals and the team for accomplishments, and give them an opportunity to recognize each other	
	Get to know your team members on a more personal level. Schedule a monthly chat, without an agenda.	

## Courageous Communicator



*Tailors message and style to the audience, uses storytelling to deliver effective presentations and messages*

Ask your direct reports to provide you with one piece of feedback in each one-on-one meeting

Coach your team members on how to give constructive feedback to each other

Try the “two second rule” in your next one-on-one to focus on understanding the issue before offering a solution. Wait two seconds before responding, and then respond first with an open question.

Great managers have  
**GREAT** Characteristics

