



# Engaging Manager Checklist

The Engaging Manager Project Checklist lists six crucial questions you can use to ensure your team members' fundamental workplace needs are met.

## Ask your team members:

- Is every member of my team clear about his or her responsibilities? Are all team members clear about one another's responsibilities?
- Do my team members have everything they need to complete the tasks they are responsible for?
- Have I positioned my team members to make the best use of their strengths?
- Am I giving my team feedback on how we are meeting our goals?
- Do my team members know that I care about them and their success?
- As we work on our daily tasks, am I looking for ways for my team members to expand their skills, knowledge and strengths?