

Be the Boss... Base-lining your Behaviors

Effective/Good boss: Understands the companies goals and makes them happen; someone with integrity who guides/orchestrates/involves/engages a group to deliver goods and services efficiently and effectively while having genuine concern for their people.

Integrity	Stand by my word, accept accountability, sense of right from wrong, ethical	1 2 3 4 5 6 7
Knowledgeable/competent	Understands the job and the processes. Can't be "fast talked." Can get answers.	1 2 3 4 5 6 7
Accountable	The buck stops here; recognizes the work of others	1 2 3 4 5 6 7
Honesty	No hidden agenda; confronts issues; open; deals with perf. Mgmt; known as a person	1 2 3 4 5 6 7
Coaches/Coachable	Shares skills & knowledge; draws out talents; develops skills; allows person freedom to do	1 2 3 4 5 6 7
Motivate	Give positive comments. Praise when due. Constructive comments. Establishes rapport	1 2 3 4 5 6 7
Listen	Allow completion of feedback and sentence; approachable. Minimum use of Lvl 2.	1 2 3 4 5 6 7
Mentoring	Gives advice & counsel; provides info to assist advancement; guidance for growth	1 2 3 4 5 6 7
Forgiving	Doesn't bring up history; creates a good situation (win-win); emotional intelligence.	1 2 3 4 5 6 7
Organized	Good planner; proactive not reactive; structured, list of tasks	1 2 3 4 5 6 7
Decisive	Can make timely decision based on latest information; confident; knows where to go	1 2 3 4 5 6 7
Understanding	Balanced viewpoint;	1 2 3 4 5 6 7
Complimentary	Speaks to the positive; says "thank you." Noting one's good traits	1 2 3 4 5 6 7
Communicate	Convey message timely and effectively	1 2 3 4 5 6 7
Objective	Make decision based on data not impulsive; does not over-react; diplomatic	1 2 3 4 5 6 7
Delegate, empower	Give responsibility and authority to people; enables the people	1 2 3 4 5 6 7
Consistent	Abide by principles/rules; constancy of purpose; no favoritism	1 2 3 4 5 6 7
Insulates	Provides high-fly coverage; enables people do their job.	1 2 3 4 5 6 7
Courteous	Not rude, respectful; knows their peoples' names	1 2 3 4 5 6 7
Exercises judgment	Cool under pressure; praise in public, punish in private. Makes good "call" in the grey.	1 2 3 4 5 6 7
Focuses on Problems	Prioritizes, follows through	1 2 3 4 5 6 7
Conviction	Sense of right from wrong	1 2 3 4 5 6 7
Caring/concern/Compassion	Addresses their people's well being; Talks with the team (Level 3 Interaction); Interest in people.	1 2 3 4 5 6 7
Long-view	Long range planning; gives big picture & where "you" fit in	1 2 3 4 5 6 7
Passion	Dedicated; heart is in it; setting expectations	1 2 3 4 5 6 7
Impartial	Fair. Not biased. Even tempered.	1 2 3 4 5 6 7