

## Management

Yes No N/A

- Do you co-operate with your employees when carry out planning?
  - Do you co-operate with employees when you set and monitor timetables?
  - Do you co-operate with employees when setting objectives?
  - Are your business objectives understandable and tangible?
  - Have you designated specific people to do specific tasks?
  - Are managers committed to co-operation?
  - Do you allow employees to make mistakes and do you make sure lessons are learned from them?
  - Do you co-operate with employees when you develop the work environment?
  - Do employees have a say in how their work is done?
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## Time management

Yes No N/A

- Do you understand that individuals and groups develop at a different pace?
  - Do you set aside enough time for co-operation and its development?
  - Do you understand that change can be slow?
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## Organisational climate

Yes No N/A

- Does everyone work towards a common goal?
  - Do you always give employees help when they ask for it?
  - Do you regularly monitor the wellbeing of the workforce?
  - Do you make sure conflicts are resolved?
  - Do you accept differences?
  - Is there a 'no blame' (or 'fair blame') culture in the workforce?
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## Communications and Information flow

Yes No N/A

- Do managers and employees discuss work matters openly?
  - Do you openly distribute information about the financial situation of the business?
  - Do you openly distribute information about the wellbeing of the workforce?
  - Do you let employees know early if you're introducing changes?
  - Do employees get customer feedback (internal and external)?
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## Salaries

Yes No N/A

- Is your salary policy fair?
- Is your salary system designed to suit individual teams?
- Are employees aware of how their own salary level is determined?