

## Key questions for employees: teamwork and management

Were any agreements made in the last talk about teamwork and management between you as an employee and your manager? How were these implemented?

1. How does my superior lead me in terms of specifications, checks and supervision? Do I receive all the specifications I need from my superior? (How) Is my work process supervised / can I organise this myself?
2. Can I approach my superior if I have any questions or if any problems arise?
3. Does my superior voice any criticism or show appreciation? If yes, is the feedback adequate, too much or too little?
4. What parts of the cooperation with my superior work well? What would I like to improve?
5. Do I receive all the important information for my job?
6. Do I have enough scope to make decisions in my job?
7. How do we deal with conflict together?
8. How satisfied am I with my overall work situation (in terms of management and teamwork)?

**If you have managerial responsibilities, please have a think about the following issues:**

1. How do you lead your team members in terms of specifications, checks and supervision?
2. Can your colleagues approach you for any questions or if any problems arise?
3. How do you praise and appreciate others, and how often? Does this happen during a meeting or as and when?
4. How do you handle information and ensure the transfer of knowledge? Do you hold regular team meetings?
5. Do you communicate your targets in an open and transparent way?
6. What parts of working together with your team would you like to improve?
7. How satisfied are you with your team situation?