**Remote Leadership Questionnaire**

1. Read each question and try to thing about **how often you demonstrate these Remote Leadership Strategies**. Start by scoring yourself from 1 – 5:

**1 = Not at all**

**5 = All the time**

1. Read through your self-scoring and write in the notes section - **Why did you score yourself that way?**
2. In the Actions Section note down any **action that you want to commit to in order to develop your remote leadership.**

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| **Question** | **Self-Score** | | | | | **Notes** | **Actions** |
|  | **1** | **2** | **3** | **4** | **5** | Why did you score yourself that way? | What actions might you want to commit to? |
| 1. I am aware of personal preference in my team and match my communication accordingly |  |  |  |  |  |  |  |
| 1. I take time to listen to each of my team members and actively show that they are being heard |  |  |  |  |  |  |  |
| 1. I use open questions, summarising and reflecting to help team members develop their own problem-solving and decision making abilities. |  |  |  |  |  |  |  |
| 1. I invest time in building and strengthening relationships with my remote team members |  |  |  |  |  |  |  |
| 1. My team members feel comfortable giving honest feedback to me |  |  |  |  |  |  |  |
| 1. I make sure that my emails and other electronic messaging is clear , direct and concise |  |  |  |  |  |  |  |
| 1. We have clear communication protocols in place in the team |  |  |  |  |  |  |  |
| 1. I make sure to find times to enable social interaction between team members |  |  |  |  |  |  |  |
| 1. I am aware of team members communication preferences and I am flexible in using different media |  |  |  |  |  |  |  |
| 1. My team members are aware of weekly, monthly quarterly targets and we hold ourselves accountable to them |  |  |  |  |  |  |  |
| 1. I set good standards by holding myself to account and deliver what I have promised in time |  |  |  |  |  |  |  |
| 1. I take time to review completed projects and give feedback on completed tasks for remote team members. |  |  |  |  |  |  |  |
| 1. I manage by results rather than micromanage |  |  |  |  |  |  |  |
| 1. I have a good understanding of individual abilities and comfort levels in my remote team |  |  |  |  |  |  |  |
| 1. I intentionally incorporate ways to build a motivating environment |  |  |  |  |  |  |  |
| 1. I coach team members in order to build their skills and confidence |  |  |  |  |  |  |  |
| 1. I demonstrate trust and confidence in others and delegate responsibility in line with each team members’ level of skill and will/motivation |  |  |  |  |  |  |  |
| 1. I have conversations with each of my team members about their development and give team members opportunities to grow in their role |  |  |  |  |  |  |  |
| 1. I use delegation and feedback to help team members further develop in their roles |  |  |  |  |  |  |  |
| 1. When I am unavailable my team members know who else they can turn to |  |  |  |  |  |  |  |
| 1. I make efforts to help everyone feel part of the team |  |  |  |  |  |  |  |
| 1. I make sure everyone in the team has clarity about each member’s role and responsibilities |  |  |  |  |  |  |  |
| 1. We celebrate achievements and success as a team |  |  |  |  |  |  |  |
| 1. I give individual and team praise and recognition |  |  |  |  |  |  |  |
| 1. In my team we have a shared understanding of appropriate ways of raising conflicting opinions in a professional and effective way |  |  |  |  |  |  |  |
| 1. I commit to regular one to ones with each member of my team |  |  |  |  |  |  |  |
| 1. Remote team members are able to quickly request 1:1 time with me |  |  |  |  |  |  |  |
| 1. I keep my team updated with important organisational news and offer them a chance to discuss, share concerns, ask questions and give feedback |  |  |  |  |  |  |  |
| 1. I ensure clarity when agreeing outcomes and deadlines with individuals in my team |  |  |  |  |  |  |  |
| 1. I make sure teams members are aware of how their work contributes to the bigger picture |  |  |  |  |  |  |  |