**Pre-Assessment Form**

**NKU New Manager Certificate Program**

The purpose of this document is to serve as a tool for the participant and their direct supervisor to each complete the form separately and then use as a point of discussion to compare responses and determine what the expectation(s) is/are for completing this program successfully.

1. Which are the top 3 competencies for the employee’s current role as a supervisor/manager?
   * Communication
   * Delegation
   * Motivating others
   * Supervising others
   * Conflict resolution
   * Emotional intelligence
   * Performance management
   * Team building
   * Change agent
   * Coaching
   * Problem solving
2. Which top 3 competencies are the employee’s strengths for the current role as a supervisor/manager?
   * Communication
   * Delegation
   * Motivating others
   * Supervising others
   * Conflict resolution
   * Emotional intelligence
   * Performance management
   * Team building
   * Change agent
   * Coaching
   * Problem solving
3. Which top 3 competencies are the employee’s opportunities to develop for the current role as a supervisor/manager?
   * Communication
   * Delegation
   * Motivating others
   * Supervising others
   * Conflict resolution
   * Emotional intelligence
   * Performance management
   * Team building
   * Change agent
   * Coaching
   * Problem solving
4. What is/are the expectation(s) for successfully completing the program? (What must the registrant do to demonstrate effective application of agreed upon learning?) – Please write expectation(s) as a [SMART goal(s)](https://www.indeed.com/career-advice/career-development/smart-goals), which will be used to enter on the application form and achievable actions.
5. Please share your definition or experience of what great management looks like. (Can share an example of who and what was done to exemplify great management.)