

# **IDENTIFY YOUR CULTURE**

## **A Management Worksheet**

### **for Creating a Safe and Productive Work Environment**

\*based on research by Pearson & Porath, 2004

These questions are designed to help you identify aspects of culture that are not clearly articulated. Answer these questions as thoroughly as possible. Use them as starting points for creating clear policies and procedures.

1. Do you have a written policy of interpersonal behavior? If so, where does it appear? Is it regularly discussed and practiced among work groups/teams?
2. Do you have an established procedure for delegation of assignments?
3. Do you have established procedure for negotiating deadlines?
4. Do you have a zero-tolerance incivility policy?
5. What is your established grievance protocol? Are employees aware of it?
6. Are key communication skills linked to employee review and compensation?
7. Are employee evaluations reciprocal?
8. Do you use 360° feedback mechanisms?
9. Do you engage in honest self-appraisal regarding your management style?
10. Do you have a trusted confidant that you can "tell on yourself" with and receive honest feedback regarding your behavior toward your reports and colleagues?
11. Do you conduct post-departure surveys of employees?
12. Do you provide easy access to mental health services (including anger management and substance abuse)?