

## Workplace Culture Checklist

### Your guide to building positive staff relationships

*For each aspect, tally up areas where you are doing well and areas that could do with improvement. For gaps uncovered, record an action plan to close the gap.*

<b>Are your employees living up to your expectations? What could they be doing to grow your business?</b>	<b>Yes</b>	<b>No</b>
Have you checked, in the last 12 months, exactly what jobs your employees are doing?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Position Descriptions for all your employees?	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed with your employees what you each expect from working together?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide your employees with opportunities for skill updates and professional development?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records of what training they have completed? Do you know whether the training was effective?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Involving employees – building your business with their help</b>	<b>Yes</b>	<b>No</b>
Do your employees know what you want for your business and why?	<input type="checkbox"/>	<input type="checkbox"/>
Have you asked your employees where they see problems occurring?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have meetings with your staff as a group? How do they work? Do you follow up meetings to make sure decisions are carried out?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building staff morale</b>	<b>Yes</b>	<b>No</b>
Do you ever need to handle difficult employee situations? Are you comfortable doing that?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place to handle workplace conflicts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what employees, yours and others, want from their work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to build teamwork amongst your employees so as to improve your business outcomes?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Innovation – Introducing New Ideas</b>	<b>Yes</b>	<b>No</b>
Are staff resisting innovation? –when you know it's the best way to grow?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to implement new ideas/technology and still keep the business running smoothly?	<input type="checkbox"/>	<input type="checkbox"/>

To help you build a communication culture, check out our eBook  
**2 Way Feedback – How to build more effective staff relationships through a culture of constructive feedback.** Find out more at  
[www.businessperform.com/html/two\\_way\\_communication.html](http://www.businessperform.com/html/two_way_communication.html)