

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.

Are your employees living up to your expectations? What could they be doing to grow your business?	Yes	No
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"/>
Involving employees – building your business with their help	Yes	No
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"/>
Building staff morale	Yes	No
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"/>
Innovation – Introducing New Ideas	Yes	No
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"/>

Working through this checklist is a great start to creating a high performance team in your workplace. For other helpful checklists for building a positive workplace culture, check out our practical **2 Way Feedback**.



Creating a high performance culture in your workplace doesn't have to be difficult. The key is giving and receiving feedback in a way that encourages your employees to go the extra mile.

2 Way Feedback will show you in concrete terms how to create a communication culture in which all will want to contribute their best. Start building a culture of constructive feedback in your organization today.

Our practical guide is suitable for business owners, managers and team leaders in all types of organizations.

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In today's economy, your people are increasingly the key differentiator between you and your competition. Yet managing people for optimum performance is where many managers still experience the greatest challenges.



Let our guide show you how to create a culture of constructive feedback in five easy steps:

1. Think and act like a leader
2. Clarify what you want
3. Understand staff needs
4. Plan, discuss, agree, commit
5. Give and get feedback

What our customers say ...

"Jennifer's book 2 Way Feedback is the most practical, workplace relevant, easy to use reference that assists business owners, managers and team leaders manage their most valuable resource —'their people'."

Malka Lawrence
CEO, The Malka Group Pty Ltd

"It's short, accessible, full of the 'good-oil' —wise and practical suggestions about feedback and within a solutions focused framework. Great for supervisors and managers and busy people."

Ross Gillespie
Director, CoachCorp Pty Ltd

Find out more and download **2 Way Feedback** from www.businessperform.com/two-way-communication

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