



Training Cadre Leader Responsibilities

Instructions: Use this inventory to assess your current situation. Read each item to determine whether or not you currently perform the task and then use the appropriate fields to provide your responses. The completed document will provide an overview of your current strengths and opportunities for improvement.

User Directions: Read each statement to assess your current strengths in leadership.

- Indicate whether or not you currently perform a task in the Perform column.
- Add your impressions, thoughts, or plans to implement in the Comments column.
- Add or insert additional rows to customize for your specific organization.

Description	Perform?	Comments
Strategic Planning		
Assess where you currently stand.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Coordinate strategic planning (vision/mission/goals/objectives).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Develop an evaluation strategy.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Acquiring Team		
Select team members with skills and knowledge needed to perform the task.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	



Training Cadre Resource Tool



Description	Perform?	Comments
<p>Review goals.</p> <ul style="list-style-type: none"> • Describe program goals to team. • Let team set team-specific goals for a sense of ownership and commitment. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<p>Establish parameters. Agree on rules and procedures for:</p> <ul style="list-style-type: none"> • Communications (Meetings? How often?) • Reports? (Verbal or written?) • Solving problems • Authority levels 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<p>Develop a realistic plan of action with roles and responsibilities for team.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<p>Establish controls. Explain how team's performance is monitored. Personal observation? Feedback?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<p><i>Managing Resources</i></p>		
<p>Manage resources the team needs (technology, materials).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<p>Control schedule.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	



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Make assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<i>Communicating</i>		
Establish communication procedures. Develop systems to: <ul style="list-style-type: none"> • Gather information • Process and transmit information within the team (e.g., in-person meetings, phone calls, and electronic communication) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Communicate in a manner that motivates team members. Explain how their work contributes to the achievement of goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Lead a kickoff meeting.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Set expectations. <ul style="list-style-type: none"> • Describe the task. • Communicate expected results. • Provide a timetable/schedule. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<i>Motivating</i>		
Be credible with actions consistent with words.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	



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Reinforce desired behavior with reward instead of threat of punishment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Use rewards accordingly. <ul style="list-style-type: none"> • Don't overuse rewards. • Praise/reward the appropriate person. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Connect with team by showing concern and listening to what team members think.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Provide skill-building opportunities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<i>Resolving Conflict</i>		
Identify and clarify issues.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Provide opportunities to voice concerns and opinions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	



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Description	Perform?	Comments
Facilitate to reach consensus. <ul style="list-style-type: none">• Use listening skills.• Allow others to speak without interruption.• Ask clarifying questions.• Acknowledge and paraphrase.• Limit discussion/focus on present situation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<i>Providing Feedback</i>		
Use constructive feedback for behavior change.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Recognize good performance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	