**Email**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | Margaret | |  |
| **Subject:** | Welcome and Induction | |  |
| **Message:** |  |  |  |
| Welcome to our Bunjappy team  Welcome to our team – I am sure that Tourism and our regional focus will be a rewarding career for you. Before you get into the full tasks assigned, you must first finish the BRTG’s induction program.  There are three elements to this induction program.  First you must be come familiar with your office, where information is placed and how our communication works. To do this investigate your office desk to find out where different tools and information may be accessed. Spend some time working out what works on your desk.  Secondly, you need to investigate why we value teams and working effectively with others in our business. This covers such issues as how you are to work with and behave in the teams you are assigned to or form to complete your work. A self-survey is attached to this email for you to complete prior to undertaking the training and investigation of our work teams. When you have completed this survey, reflect on your answers and email it to me, your supervisor.  Now you may check the folders on your desk for the first stage of this assigned task. There are four resources you need to read, interpret and analyse. You will also note a message from the company’s Manager – read this and follow his instructions.  Each task in our office comes with a Task Planning Sheet that outlines each part of the full task and also provides a checklist on the work that needs to be completed and submitted to your supervisor. This Task Planning Sheet can always be found in your desk’s Intray.  Best of luck and if you have any questions ensure you ask.  Regards  **Margaret** | | | |

**Self-assessment activity – Building relationships**

Building effective work relationships with work colleagues is essential if you are going to be successful in jobs that require teamwork.

This survey enables you to self-assess your effectiveness in building relationships. Answer each question honestly by circling the number that corresponds to how you feel about each of the seven statements.

Now add each column up and then add the subtotals to form a single score. What capacity statement does the score reflect?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | **Strongly agree** | **Disagree** | **Agree** | **Strongly agree** |
| **Statement 1**  I understand my manager’s responsibilities, key result areas, working style preferences and boundaries. | 1 | 2 | 3 | 4 |
| **Statement 2**  I understand the pressures my team faces, the things that inspire them, and their working style preferences. | 1 | 2 | 3 | 4 |
| **Statement 3**  I understand the culture, language, processes, interactions, and identity of my organisation. | 1 | 2 | 3 | 4 |
| **Statement 4**  I share my vision with my team and peers. I regularly state my expectations around the business goals. | 1 | 2 | 3 | 4 |
| **Statement 5**  I am able to clearly differentiate my previous role from my new role (even if I am acting manager or have been promoted from within the group). | 1 | 2 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statement 6**  I accept feedback information between my team, peers and stakeholders. | 1 | 2 | 3 | 4 |
| **Statement 7**  I actively build my professional support network, including advisers from HR, training, finance and other internal support services. | 1 | 2 | 3 | 4 |
| **Subtotals** |  |  |  |  |
| **TOTAL**  (Add subtotals up) | | | |  |

|  |  |
| --- | --- |
| **How did you score?** | |
| 22-28 | Well done. You are confident at building relationships, which is an important management capability. Ensure you maintain the relationships and keep up the communication. |
| 15-21 | You are on the way. Perhaps you need more practice to gain confidence in building relationships with other groups or individuals. It is worthwhile talking to your manager or mentor for more support for you to build this important management capability. |
| 14 or less | You should consider making building relationships an urgent development priority. To be effective as a manager, you need both confidence and competence in building and maintaining relationships with others. Talk to your manager about development and support opportunities. |