



STAR Manager Blueprint Template

Self - Analysis

Strengths & Weaknesses

Outline your strengths and weaknesses that relate to managing teams

Strengths

-
-
-

Weaknesses

-
-
-

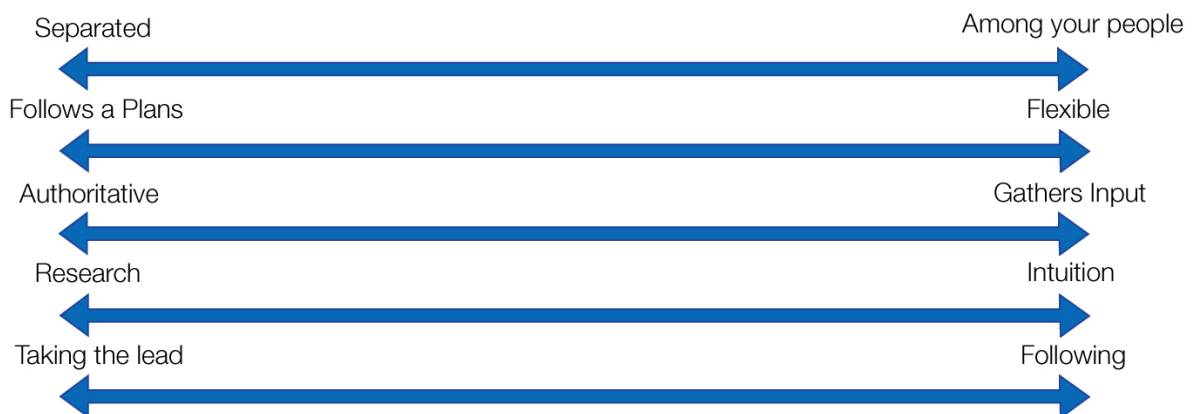
STAR Manager Commonalities

Rate your effectiveness at the following skills from 1 (completely ineffective) to 5 (highly effective)

Commonality	Rating	Plan to improve
Effective Delegation	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Sets Clear Expectations	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Advocating for your people	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Developing your employees	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Fairness, Consistency, Follow-through	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Belief your people work with you	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Stepping out of your comfort zone	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Does what is best for your team	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Strong principles & values	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>

Management Style Elements

Rate where you currently are on each of the following spectrums and note where you need to be to best manage your team :



Decision Making

How often do you use each style (%) :

Autocratic Consensus Democratic

How often should you be using each style (%) :

Autocratic Consensus Democratic



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Team Analysis

Contingency Approach

Identify the situation and people that best match your current team (circle all that apply) :

Situation Types

Employee Types

	Type	Names	Type	Names
Clean-up	High Flyers	<input type="text"/>	Outsiders	<input type="text"/>
Turn-arounds	Roller-coaster Riders	<input type="text"/>	Social Directors	<input type="text"/>
Keeping Momentum	Budding Managers	<input type="text"/>	Swing People	<input type="text"/>
Shifting Focus	Has-Beens	<input type="text"/>	Debbie Downers	<input type="text"/>
Building/Starting	Aspiring Friends	<input type="text"/>	Hand Holders	<input type="text"/>
	Gossips	<input type="text"/>	Yes men	<input type="text"/>
	Contrarians	<input type="text"/>	Talkers	<input type="text"/>

How does this affect how you should be managing your team?

Generational Differences

What is the percentage (%) breakdown of the employees on your team

Autocratic % Consensus % Millennial %

How does this affect how you should be managing your team?

Determining Your Management Style

Given the Self and Team Analysis you conducted, how would you best describe the most effective management style you should enact?

Communicating your style

How will you share with your team what your management style is (and set expectations)?

How will you check for your team's understanding)?

Feedback and Monitoring

How do you plan on getting feedback on the effectiveness of your chosen management style?

How will you monitor the effectiveness of your chosen management style?



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Management Implementation Plan

Team Building

Describe the skills that you need acquire on your team (hiring) and issues you need to get rid of :

I need to hire.

-
-
-

I need to get rid of.

-
-
-

Team Vision & Goals

Outline the vision and goals you have established for your team :

Vision

Goals

-
-
-

Trust & Buy-In

Outline your strengths and weaknesses that relate to managing teams here :

Team Culture

Describe the following as it relates to your team's culture :

Current Culture

Desired Culture

Plan to Adapt Culture

Coaching Plan

Provide a snapshot of your direct reports that need some form of coaching :

Employee Name

Issue

Planned Coaching Methods



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Empowerment Plan

How do you plan on converting your team's motivation into empowerment?

Removing Obstacles

Describe both the obstacles that you have eliminated and ones you still need to address :

Obstacles you have removed :

Obstacles that you still need to remove :

Team Recognition

Outline your strengths and weaknesses that relate to managing teams here :

Individual Recognition

Team Recognition

Short-Term Recognition

Long-Term Recognition

Mentoring Plan

List your formal mentors (for macro career/management development) and "mini-mentors" for support with specific job processes, systems and smaller development goals :

Formal Mentor

Name :

Area of Expertise :

Plan to Engage Mentor :

Mini Mentor

Name :

Area of Expertise :

Plan to Engage Mentor :