

SELF-ASSESSMENT FOR PROPENSITY TO BULLY

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Source: **Workplace Bullying – A South African Perspective, 1<sup>st</sup> Edition by OK Mkhabela**

For each attribute, tick a column that best describes you			
ATTRIBUTE	RARELY	MOST OF THE TIME	ALWAYS
<b>FOCUS ON PEOPLE</b>			
I actively seek out the views of others.			
I instil confidence in others.			
I encourage open feedback and debate.			
I am committed to mentoring and coaching subordinates.			
I dedicate time and effort to improving inter-personal relationships.			
I make employees feel valued.			
<b>PERSONAL INTEGRITY</b>			
I do what I say I will do.			
I show respect to everyone regardless of their position in the hierarchy.			
I am open and honest about my mistakes and I learn from them.			
I am fair in all my dealings with others.			
I am truthful and honest no matter what.			
<b>PROMOTE CULTURE OF RESPECT</b>			
I am accessible to my direct reports.			
I champion a culture of respect and dignity.			
I am available to listen to the concerns of others.			
I consistently treat everyone fairly.			
I constructively intervene whenever someone's dignity is disrespected.			

HIGH PERFORMANCE STANDARDS			
I establish individual and team goals.			
I always measure performance of my subordinates fairly.			
I give performance feedback as and when required, giving guidance where necessary.			
I hold everyone to the same performance standards and deal with performance breaches equally.			
I give credit where credit is due.			
I am constantly looking for opportunities for improvement for both individuals and teams I manage.			
CREATION OF A CONDUCIVE WORK ENVIRONMENT			
I openly challenge unacceptable bully behaviour.			
I deal decisively with open expression of prejudiced attitudes.			
I facilitate resolution of conflicts whenever I sense that my team members' disagreements are degenerating into conflict.			
ADD TICKS IN EACH COLUMN AND RECORD SUB-TOTAL			
WEIGHT EACH SUB-TOTAL	0	2	5
COMPUTE TOTAL SCORE BY ADDING UP WEIGHTED SCORES – Total possible score = 125			

What your score means:

0-50 As a manager you are clueless regarding the role a manager should be playing in creating a conducive work environment.

51-75 As a manager you are somewhat aware of the need to create a conducive work environment, but significant improvement is still needed.

76 -100 As a manager you exhibit a reasonable level of awareness and you put enough effort into creating a culture of dignity and respect, but there is still room for improvement.

101-125 As a manager you exhibit an excellent level of awareness as well as competence in creating a conducive work environment through inculcating a culture of dignity and respect.