

Assessing your skills & work habits

How well prepared would you say you are to supervise a staff member availing of FWA? Take this self-assessment to improve your self-awareness on skills and work habits that are crucial for the responsible and successful implementation of FWA.

Please select only one answer for each statement- **Always**, **Sometimes** and **Rarely**.

| | Always | Sometimes | Rarely |
|--|--------|-----------|--------|
| I am comfortable focusing on results and outcomes, rather than the staff members "face time" | | | |
| I serve as an advocate for my staff members and generally facilitate the implementation of FWA | | | |
| I am a resource and provide insight into creative ways that can enhance a staff member's work-life balance | | | |
| I understand the benefits of FWA for staff members and for the Organization | | | |
| Staff members who report to me would say that I am approachable, flexible and supportive | | | |
| I set and articulate clear expectations and goals with each of staff members under my supervision/report to me | | | |
| One of my strong points is planning and organizing | | | |
| I am willing and able to delegate | | | |
| I don't feel the need to supervise closely in order to monitor work performance | | | |
| I trust staff members who report to me | | | |
| I am confident I will actively adapt to changes of working style within my team | | | |
| I am good at estimating time accurately and able to structure the timeline of deliverables | | | |

If you answered either "**Sometimes**" or "**Rarely**" then the subsequent worksheets in this guide will answer some of the questions that you may have about FWA.

You can also build on your managerial and leadership competencies by reviewing the [Manager's Toolkit \(https://hr.un.org/page/managers-toolkit\)](https://hr.un.org/page/managers-toolkit)



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