



## Self-Assessment: Professional Development Needs

Staff in Christian organizations face a challenge—to close the gap between the words of the mission statement and the reality of the current situation. To meet this challenge, staff can do 4 things:

1. Focus on the mission
2. Empower others
3. Work smart
4. Pursue excellence

To what extent do staff in your organization do these 4 things? To find out, take the following self-assessment. Rate each item in terms of how well it describes what your staff do. Use the following scale:

4: *Definitely* • 3: *Usually* • 2: *Sort of* • 1: *Rarely*

### Focus on mission

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|---|---|---|---|---|
| 4 | 3 | 2 | 1 | We comfortably recite the mission verbatim in casual conversation.                            |
| 4 | 3 | 2 | 1 | We know what it takes to achieve our mission.   |
| 4 | 3 | 2 | 1 | We can readily explain how each of our daily activities contributes to achieving the mission. |
| 4 | 3 | 2 | 1 | We know the current level of mission achievement.   |
| 4 | 3 | 2 | 1 | We focus on closing the gap between current and targeted levels of mission achievement.       |
| 4 | 3 | 2 | 1 | We focus on our God-given mission (instead of other good things).                             |

### Empower others

- |   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | We listen (instead of talking).   |
| 4 | 3 | 2 | 1 | We inquire (instead of giving advice).  |
| 4 | 3 | 2 | 1 | We focus others on taking SMART actions (instead of letting others take undefined actions). |
| 4 | 3 | 2 | 1 | We encourage (instead of criticizing).  |
| 4 | 3 | 2 | 1 | Is designed using a process involving planning, implementation, and evaluation.             |
| 4 | 3 | 2 | 1 | We empower others to solve their own problems (instead of solving their problems).          |

### Work smart

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|---|---|---|---|--|
| 4 | 3 | 2 | 1 | We focus on doing right things, before focusing on doing things right.                     |
| 4 | 3 | 2 | 1 | We document our goals.   |
| 4 | 3 | 2 | 1 | We reflect on our goals.   |
| 4 | 3 | 2 | 1 | We determine the action steps we need to take to achieve our goals.                        |
| 4 | 3 | 2 | 1 | We schedule time for our big goals first, then schedule time for small goals (like email). |
| 4 | 3 | 2 | 1 | We track progress on our goals.  |
| 4 | 3 | 2 | 1 | We focus on working smarter (not harder).  |

### Pursue excellence

- |   |   |   |   |  |
|---|---|---|---|--|
| 4 | 3 | 2 | 1 | We are aware of best practices that help us carry our mission, strategic plan, and specific job assignments. |
| 4 | 3 | 2 | 1 | We have documented our best practices.   |
| 4 | 3 | 2 | 1 | Our professional development program reflect best practice.  |
| 4 | 3 | 2 | 1 | Our improvement system reflects best practice.   |
| 4 | 3 | 2 | 1 | Our meetings reflect best practice.  |
| 4 | 3 | 2 | 1 | We use best practice to care for staff.  |
| 4 | 3 | 2 | 1 | We use best practice.  |
| 4 | 3 | 2 | 1 | We pursue excellence.  |