

Blooming Good Information Management - Resources - Templates

Table 1. to assess each team member's recent workload and stress level.

Identify staff who may need additional support.

Team member	Project	Details	Yes/No	What additional support is required?
		Has this person been involved in high-stress projects recently?		
		Have they had enough time to recover and recharge?		
		What has been their overall mood and energy level?		
		Have they communicated any feelings of being overwhelmed or stressed?		
		Are they showing signs of burnout (e.g. decreased productivity, irritability, lack of motivation)?		
		Have they displayed enthusiasm, energy and a positive attitude (indicative of a good Blue Hat phase)?		

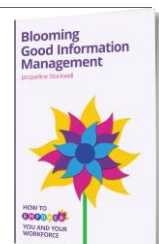


Table 2. Your team members: in a Red Hat or Blue Hat assessment

Red Hat – High-stress, high-intensity workload, may require additional support and time for recovery

Blue Hat – Balanced workload, adequate recovery, and mental well-being

[add team members' names in these columns]	[add team members' names in these columns]

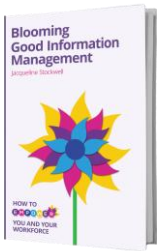


Table 3. A self-assessment checklist.

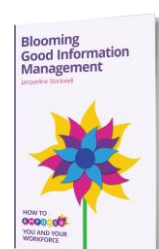
Self-assessment checklist: management	Rating (1–5)
leadership skills	
Do you feel confident in your leadership abilities?	
Are you able to inspire and motivate your team effectively?	
Do you lead by example and set a positive tone for your team?	
Compliance practices	1 is poor and 5 is excellent
Are you familiar with the compliance policies relevant to your organisation?	
Do you ensure that your team adheres to these policies consistently?	
Have you implemented regular compliance checks and audits?	
Communication	
Do you communicate clearly and effectively with your team?	
Are you open to feedback and encourage open communication within your team?	
Do you use various communication channels to keep everyone informed?	
Decision-making	
Are you confident in your decision making process?	
Do you consider all relevant information before making decisions?	
Do you involve your team in the decision making process when appropriate?	
Problem-solving	



Self-assessment checklist: management	Rating (1–5)
Are you proactive in identifying and addressing potential issues?	
Do you have a structured approach to problem solving?	
Do you encourage your team to come up with innovative solutions?	
Time management	
Are you able to prioritise tasks effectively?	
Do you allocate your time efficiently to different responsibilities?	
Do you set realistic deadlines and ensure they are met?	
Professional development	
Do you invest in your own professional development?	
Do you encourage and support the professional growth of your team members?	
Are you aware of the latest trends and best practices in your field?	

Areas for improvement

- Identify any areas where you feel less confident or need development.
- Set specific goals to improve in these areas.
- Seek feedback from your team and peers to gain insights into your strengths and areas for growth.
- Consider additional training or resources to enhance your skills and knowledge.



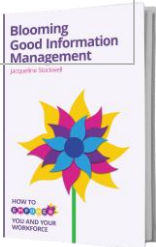
Goal setting

Setting goals is crucial for personal and professional growth. Goals give us direction, motivation, and a clear path to follow. They help us measure progress and stay focused on what truly matters.

Now set your goals here and complete the following table 3.1 to assess where you currently stand, and where you aspire to be in three, six and twelve months.

Table 4. Example of a gap analysis table.

Topic	Current status	3-month goal	6-month goal	12-month goal



To make your goals real:

Be Specific: Clearly define what you want to achieve.

Set Measurable Milestones: Break down your goal into smaller, achievable steps.

Stay Committed: Consistency is key. Keep pushing forward, even when it gets tough.

Track Progress: Regularly review your progress and adjust your plan as needed.

Celebrate Successes: Acknowledge and reward yourself for the milestones you achieve.

Remember, the journey towards your goal is just as important as the destination.

Start setting your goals today and take the first step towards making them a reality!

Complete your SMART goals using the provided table.

SMART goal

Your goal

Specific

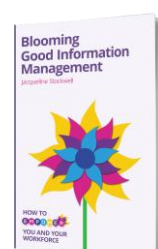
Measurable

Achievable

Relevant

Time-bound

Overall goal



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Blooming Good Information Management – How to EMPOWER you and your workforce.
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Table 5: Skill/will matrix Template.

Role	High skill, high will	High skill, low will	Low skill, high will	Low skill, low will

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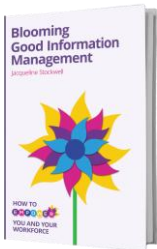


Table 6 : A sample risk and value framework.

Activity name	Risk/value rating	Sensitivity	Retention details	Responsibility	Storage locations
Corporate identity and brand					
Communication and messaging					
Operational activity					
Publications					

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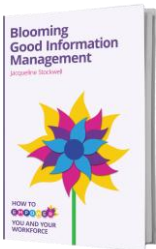
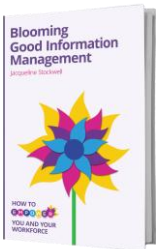


Table 7. A blank table for you to complete showing your strengths and weaknesses.

Strengths	Weaknesses

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Feedback Survey

General Feedback

- How satisfied are you with our services? (Very Satisfied, Satisfied, Neutral, Unsatisfied, Very Unsatisfied)
- What aspects of our service do you find most valuable?
- What areas do you think we could improve?

Training and Resources

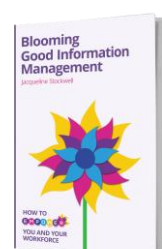
- How useful did you find the training materials provided? (Very Useful, Useful, Neutral, Not Useful, Not Applicable)
- Were the materials easy to understand and use? (Yes, No)
- Do you have any suggestions for additional resources or topics you would like to see covered?

Communication and Support

- How effectively do you feel we communicate with you? (Very Effective, Effective, Neutral, Ineffective, Very Ineffective)
- How satisfied are you with the support provided by our team? (Very Satisfied, Satisfied, Neutral, Unsatisfied, Very Unsatisfied)
- Do you have any specific feedback on how we can improve our communication or support?

Overall Experience

- Would you recommend our services to others? (Yes, No)
- Is there anything else you would like to share about your experience with us?



Your feedback is essential in helping us to improve our services and better meet your needs. Thank you for taking the time to share your thoughts with us!

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