

## Benchmark Worksheet

Rate yourself 1 to 5 for each of the skills below. (where 1 is low, 5 is high)	Where I Am Now					Where I Need To Be				
	1	2	3	4	5	1	2	3	4	5
1. I know how to plan for a team meeting.										
2. I know how to ask questions.										
3. I am an active listener.										
4. I know how use a flip chart.										
5. I know how to remain neutral on content issues.										
6. I can effectively encourage team problem-solving.										
7. I can gather and record documentation.										
8. I can clarify, share, and circulate information.										
9. I can maintain learners' focus.										
10. I can give verbal and written feedback.										
11. I communicate my thoughts and feelings clearly.										
12. I can develop a culture of learning.										
13. I am effective at obtaining team resources.										
14. I can obtain technical expertise for the team.										
15. I strive for consensus decision making.										
16. I can tolerate and smooth conflict.										
17.										
18.										

**Areas I want to focus on:** \_\_\_\_\_