# WORKSHEET: Leadership Team Questionnaire

This worksheet can be filled out by the Chief Executive and the Board Chair. Please spend a few minutes completing this questionnaire and then share your responses with your leadership teammate. By completing the statements below and sharing them with your teammate you will take steps toward developing or strengthening an effective leadership team for your organization. The more up-front and clear you can be, the more likely it will be that your leadership experience will be something you enjoy and appreciate.

1. I think we need to check in with each other

Several times a month \_\_\_\_\_\_\_\_

Once a week \_\_\_\_\_\_\_\_

More than once a week \_\_\_\_\_\_\_\_

Whenever one of us has a question/information to share \_\_\_\_\_\_\_\_

1. My order of preference for our communications is:

 Face-to-face meetings \_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_

 E-mail \_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What I value in a working relationship is:
2. Something that generally bothers me in a working relationship is:
3. Something that I find challenging in my position at this point is:
4. What you could do that would be most helpful to me in fulfilling my role is:
5. What I can offer as a contribution to our working relationship is:
6. In my opinion, other important elements to building a positive working relationship are: