



Providing Management Skills Training

Workplace Relationship & Professional Networking Self-Assessment

This self-assessment tool is designed to help you evaluate your strengths and areas for improvement in building workplace relationships, a crucial component in developing a strong professional network. Use this tool to identify key areas to focus on to foster meaningful connections that will support your continued growth and leadership success.

Instructions

For each statement below, rate yourself on a scale from 1 to 5, where:

1 = Strongly Disagree

2 = Disagree

3 = Neutral

4 = Agree

5 = Strongly Agree

At the end of the assessment, tally your scores to determine your strengths and areas of improvement.

Self-Assessment Questions

1. Building Trust with Colleagues

I actively work to build trust and rapport with my coworkers.

Rating: ____

2. Relationship with Supervisors and Mentors

I have cultivated strong relationships with supervisors and mentors, seeking their guidance and support when needed.

Rating: ____

3. Collaboration with Peers

I work effectively with peers and colleagues, contributing to a positive and collaborative work environment.

Rating: ____

4. Giving and Receiving Feedback

I feel comfortable giving and receiving constructive feedback in a way that strengthens professional relationships.

Rating: ____

5. Networking within the Organization

I actively build relationships with people across different departments and levels in my organization.

Rating: ____

6. External Networking Efforts

I engage in networking activities outside of my organization, regularly connecting with industry professionals and peers.

Rating: ____

7. Maintaining Professional Relationships

I make an effort to maintain and nurture my professional relationships over time, even when not directly working with these contacts.

Rating: ____

8. Effective Communication

I communicate effectively with my coworkers, supervisors, and peers, ensuring clarity and mutual understanding.

Rating: ____

9. Emotional Intelligence in Relationships

I demonstrate emotional intelligence by recognizing and managing my emotions and understanding the emotions of others in the workplace.

Rating: ____

10. Conflict Resolution

I am skilled at managing conflicts in a way that promotes healthy resolution and preserves positive working relationships.

Rating: ____

11. Building Influence

I have established a level of influence within my team or organization by building strong, positive relationships.

Rating: ____

12. Supporting Colleagues' Success

I actively support and celebrate the successes of my coworkers, creating a positive and uplifting work environment.

Rating: ____

13. Cross-Functional Collaboration

I collaborate effectively with colleagues from other departments to achieve shared organizational goals.

Rating: ____

14. Social Presence and Engagement

I engage in social events, professional groups, or forums that allow me to expand my professional network and build stronger relationships.

Rating: ____

15. Handling Difficult Conversations

I am comfortable having difficult conversations with coworkers or supervisors while maintaining professionalism and respect.

Rating: ____

16. Initiating Relationships

I proactively seek opportunities to build new professional relationships both within and outside of my organization.

Rating: ____

17. Supporting Team Collaboration

I actively contribute to and encourage team collaboration, ensuring all voices are heard and valued.

Rating: ____

18. Adaptability in Relationships

I am adaptable and able to adjust my communication style to suit different personalities and situations in the workplace.

Rating: ____

19. Managing Professional Boundaries

I maintain appropriate professional boundaries while building strong, respectful relationships with colleagues.

Rating: ____

20. Leveraging Relationships for Career Advancement

I effectively leverage my professional relationships to seek opportunities for career growth and advancement.

Rating: ____

Total Rating: ____ / 100

Scoring and Next Steps

Scoring:

Add up your scores from each question to get your total score.

- **75-100: Strong Relationship-BUILDER**
You excel in building and maintaining workplace relationships. Focus on leveraging your network for professional growth and leadership opportunities.
 - **50-75: Competent but Room for Growth**
You have a solid foundation but may benefit from strengthening certain areas like networking outside your department or enhancing your conflict resolution skills.
 - **25-50: Moderate Relationship Skills**
You may need to focus more on relationship-building efforts, both within your organization and externally, to create a more supportive professional network.
 - **5-25: Needs Significant Improvement**
Developing workplace relationships may not be a current strength. Focus on trust-building, improving communication, and actively engaging in networking efforts.
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Next Steps:

Based on your score, consider the following actions:

- **Strong Relationship-BUILDER (75-100):** Continue nurturing your relationships, seek mentorship opportunities, and expand your external network to open new doors.
 - **Competent but Room for Growth (50-75):** Identify specific areas like cross-functional collaboration or external networking and work on improving them. Attend workshops or networking events to further hone these skills.
 - **Moderate Relationship Skills (25-50):** Start by focusing on foundational skills like effective communication and giving/receiving feedback. Join professional groups or attend workshops to build your networking abilities.
 - **Needs Significant Improvement (5-25):** Dedicate time to building emotional intelligence, conflict resolution, and active engagement with colleagues. Start small by initiating regular check-ins with peers or attending networking events.
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Disclaimer:

This assessment is intended for informational purposes only. It is designed to offer insights and recommendations for improving workplace relationship-building skills. Results should not be interpreted as definitive or diagnostic. For personalized advice or further guidance, consider seeking a coach or mentor.

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Thank you for your understanding. If you need professional advice, please consult a licensed psychologist, counselor, or other qualified expert.