

## ASSESSING YOUR SKILLS IN MANAGING DIVERSITY

### Instructions

Rate yourself on how you currently perform in each of the items in each of the five skills. Circle your rating. Note that “5” indicates the highest rating and “1”, the lowest.

Identify three to five areas in which you have rated yourself low (3 or lower) that you would particularly like to develop to enhance your ability to manage the diverse work force.

### ***Skill 1: Empower Others***

1. I share power	1	2	3	4	5
2. I share information	1	2	3	4	5
3. I solicit input	1	2	3	4	5
4. I reward people	1	2	3	4	5
5. I manage more as a colleague than as a boss	1	2	3	4	5
6. I encourage participation	1	2	3	4	5
7. I share accountability	1	2	3	4	5

### ***Skill 2: Develop Others***

8. I coach others	1	2	3	4	5
9. I model desired behaviors	1	2	3	4	5
10. I mentor others	1	2	3	4	5
11. I provide opportunities for others' growth	1	2	3	4	5
12. I delegate responsibility fully to those qualified to do the work	1	2	3	4	5
13. I question and counsel employees on their interests, preferences, and careers	1	2	3	4	5
14. I work to individualize training needs	1	2	3	4	5

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Reproduced from *Diversity Activities and Training Designs* by Julie O'Mara. San Diego, California: Pfeiffer & Company, 1994.

## ASSESSING YOUR SKILLS IN MANAGING DIVERSITY (CONTINUED)

### **Skill 3: Value Diversity**

15. I know my own assets, liabilities, and biases	1	2	3	4	5
16. I see diversity as an asset	1	2	3	4	5
17. I understand diverse cultural practices	1	2	3	4	5
18. I facilitate integration among people	1	2	3	4	5
19. I help others identify their needs and options	1	2	3	4	5

### **Skill 4: Work for Change**

20. I support employees by adapting policies, systems, and practices to help meet their needs.	1	2	3	4	5
21. I identify and influence organizational change	1	2	3	4	5

### **Skill 5: Communicate Responsibly**

22. I clearly communicate expectations	1	2	3	4	5
23. I ask questions to increase my understanding	1	2	3	4	5
24. I listen and show empathy	1	2	3	4	5
25. I develop clarity across cultures and language differences	1	2	3	4	5
26. I provide ongoing feedback with sensitivity to individual differences	1	2	3	4	5
27. I encourage participation	1	2	3	4	5
28. I share accountability	1	2	3	4	5

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