Establishing Credibility and Building a Collaborative Environment Checklist

Use the 20 questions in the two checklists below to evaluate how well you are able to establish credibility and to create a holding environment.

Checklist for Establishing Credibility	**Yes**	**No**
1. Do you have, and can you demonstrate, competence in a particular area?		
2. Do you demonstrate your willingness to work hard on a day-to-day basis?		
3. Do you use whatever power and influence you have to benefit others?		
4. Do you consciously treat everyone with whom you come in contact consistently and fairly?		
5. Do you focus on practicing active listening on a day-to-day basis?		
6. Do you keep track of and deliver on all promises you make?		
7. Do you consistently meet deadlines?		
8. Do you remain calm under pressure?		
9. Do you prepare thoroughly for meetings and presentations?		
10. Do you answer all phone calls and respond to all e-mails promptly?		
Checklist for Creating a Collaborative Environment		
11. Would colleagues at any level say they have never heard you put another person down?		
12. Do you show that you will not tolerate "scapegoating," or misapplied blame?		
13. Do you listen fairly, kindly, and with courtesy to the opinions of others?		
14. Do you respect other people's ideas and give each one the same amount of consideration, regardless of level?		
15. Do you go to bat for your team to get the resources you need?		
16. Do you shelter your team from interference and show courage in sticking up for your people?		
17. Do you protect voices of dissent?		
18. Do you protect leaders who are working without authority?		
19. Do you admit it when you make a mistake or when you don't have the answer?		
20. Do you use every reasonable opportunity to foster other's professional growth?		

If you answered "yes" to most of these questions, you are probably doing a good job of establishing your credibility and building a collaborative environment.

If you answered "no" to any questions, you may want to focus on how to improve your performance in that area. Identify how to change your behavior and practice it until it becomes second nature.

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