

# LEADERSHIP BOOT CAMP



## TOOLKIT

### 02: Know Your People



# Know Your People

## Worksheet

Use this worksheet to identify who you supervise and begin to describe what you know about each of your direct reports.

Direct Report	P	S	A	M	T	Insights / Actions
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	
	H M L	H M L	H M L	H M L	H M L	

**P** = Performance      **A** = Ability      **T** = Trust Level  
**S** = Satisfaction      **M** = Motivation