**Are you a (Level 2) Team Leader?**

 This doesn’t describe me at all 0

This is not a good description of me 1

 This is a fair description of me 2

 This is an exact description of me 3

This exercise is designed to check which level of qualification is appropriate for you. Simply answer the 13 questions using the descriptors here.

**Enter your score here**

|  |  |
| --- | --- |
| 1. You regard yourself as being part of the team you lead
 |  |
| 1. You mainly spend your time in similar types of tasks as your fellow team members
 |  |
| 1. Being a team leader is an additional responsibility to these tasks
 |  |
| 1. You have to plan for activities over the next few days or weeks, but not for longer periods
 |  |
| 1. You are responsible f or the day-to-day performance of the team’s tasks
 |  |
| 1. You allocate tasks (or ensure tasks are agreed) between team members
 |  |
| 1. You help individual team members to perform their jobs (eg by coaching them or just giving them advice or guidance)
 |  |
| 1. You are responsible to your manager for ensuring that all the tasks required are performed to the right level of quality and to look for ways for improving quality
 |  |
| 1. You act as the main communication channel between the team and your managers
 |  |
| 1. You are responsible for watching out for changes in customers’ or supplier requirements, or for any special requirements, and advising your line manager
 |  |
| 1. Customers’ or suppliers’ complaints or problems are passed to you by members of your team if they can’t easily deal with them
 |  |
| 1. You have to consult your line manager before you make any significant changes in the way the team operates
 |  |
| 1. Because of your experience or technical competence, you are expected by team members to be able to deal with operational problems that arise.
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**Check your scores here**

Where you have tended to score mainly threes and some twos, then this is most likely to be the correct level for you.

With a score of mainly 2s and some 1s or 0s, you should try out the questions or the next level up or down, as seems appropriate. To decide whether the level is up or down, look at scores of 0 or 1 and ask yourself why you gave that score – this should make it clear to you whether the level is too high or too low. Look for the level which gives the highest score – this is the most appropriate for you.

Where your score is mainly noughts and ones you are almost certainly a higher or lower level, so try out the appropriate questions to confirm this.