Business Needs Assessment

This checklist contains key elements of business performance. You may want to use it to identify your potential needs.

As Tic Tac Toe Consulting can work at the organizational, team, and individual level, where you "need help" or are" unsure", you may want to put an "O" if this is an organizational issue, a "T" if there is a team that needs help, and an "I" if there is an individual who needs help.

Need Help	In Progress	In Place	Components of Business Performance
Direction, Planning & Implementation			
			Sr leader clear, confident in vision, plan, implementation
			Leaders, staff know vision, plan, & how to support it
			Clear, consistent communication on goals, performance
Organization Culture, Structure & Resources			
			Identified target culture, modeling of aligned behaviors
			Efficient organization structure aligned with goals
			Effective allocation of resources (e.g., staff, $, tech support)
			Relevant, useful productivity measures
Effective Leaders & Managers			
			Leaders, staff held accountable for results
			Leaders collaborate effectively, constructive communications
			Leaders clear, confident in their role & responsibilities
			Leaders have positive attitudes, model "can do" approach
			Managers clear on role, scope/latitude to act
			Leaders, managers aware of employment regulations
			Leaders, managers provide effective development, coaching
			Leaders, managers delegate effectively
			Leaders, managers run efficient/effective meetings
			Effective staff review/performance management system
Hiring, Onboarding, Training			
			Custom firm recruiting marketing strategy/branding
			Effective job descriptions in place to support recruiting
			Clear, efficient recruiting process
			Evaluate, implement Applicant Tracking System
			Confident, effective, legally compliant interviewers
			Documented process for final selection decision, offer

Need Help	In Progress	In Place	Components of Business Performance
			*Hiring, Onboarding, Training continued*
			Recruiting analytics
			Efficient "onboarding/paperwork" process
			Effective new hire orientation program
			Role-related training
			Training/Mentoring
			Supervisory/leadership skills training
			People skills training (feedback, delegation, conflict)
			Technical skills training (software, project management)
			Mentoring/Career Development Support
			Compensation, Benefits, Recognition
			Compensation philosophy, framework in place
			Internal/external compensation benchmarking
			Incentive program with clear, aligned measures
			Cost-effective benefits program aligned w/employee needs
			Recognition program with clear guidelines
			Periodic staff motivational events
			Employee Relations, Compliance
			Employee Handbook/ Knowledge of employment law
			Clear process, guidelines for managing complaints (e.g., harassment, ineffective manager, problem co-worker)
			Trained resource to conduct employment investigations
			Processes for safe, respectful separations
			Other Services
			Measuring, enhancing employee engagement
			Effective employee communications program
			Managing change
			Support for senior leader/ownership transitions
			Managing organizational growth, operational transitions
			Planning, facilitating leadership/team meetings/retreats
			Implementing project management/project teams
			Business savvy HR lead (recruiting, coaching help available)