

**XXX CITY COUNCIL**

**THE FIRST-LINE MANAGER**

**PRE-MODULE EVALUATION**

To be completed jointly by the line manager and delegate:

Low	High
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	1	2	3	4	5
1. The delegate prioritises their work effectively to make best use of time and resources					
2. The delegate takes personal responsibility for making things happen					
3. The delegate recognises their strengths and plans effectively to address areas of personal development					
4. The delegate models behaviours which creates and manages effective working relationships with line managers, colleagues and team members					
5. The delegate recognises changed circumstances and promptly adjust plans and activities accordingly					
6. The delegate proactively plans activities					

1. What will be the benefits of the module to:

i) the delegate

ii) the department

**Signatures/Date:**

**Delegate**

**Line Manager:**