**Handout 15.1: Managing People Questionnaire**

This is not a test! Please fill out the following with honest answers to assist Advantage Africa in providing relevant support to your organisation. Thank you.

Name: …………………………………………….. Organisation: : ……………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have?** | **Yes** | **No** | **Comment / explanation / more information** *eg I don’t know what this is; I don’t want it; I don’t know how to do this; I’m the boss so not needed; my organisation is strong on this or we need to do better* |
| A job description? |  |  |  |
| A contract of employment or written statement of terms and conditions eg expected hours, leave allowance etc |  |  |  |
| An annual appraisal |  |  |  |
| Provision for a personal pension in some way |  |  |  |
| Guidelines on behaviour and /or  a policy or procedure for disciplining staff |  |  |  |
| Regular supervision meetings with a manager |  |  |  |
| A written policy or procedure about non-discrimination or diversity |  |  |  |
| A written policy or procedure for handling staff grievances |  |  |  |
| A board or management committee |  |  | *Please include details of how many people are on the board and how often they meet, what they discuss etc* |