



Self-Checks Company/Department Health Check Rating

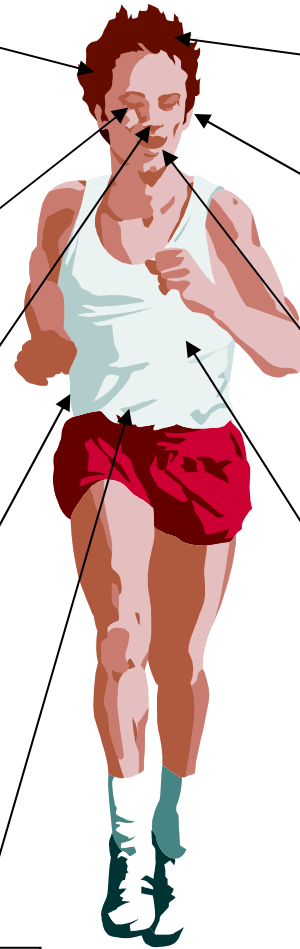
THE HEAD
Are those at the head of the business focused on the future? Is there unity and clarity of thought and deed within the leadership team?

THE EYES
Is there an up-to-date, clear vision of where we are going and how this fits in to the Company strategy? Has the Company plan been clearly communicated to everyone?

THE NOSE
Are we good at sniffing out all opportunities from all customers? Do we really know what customers expect from

THE BONE STRUCTURE
Is the overall organisation structure and the systems within it in need of attention? Does the structure support future challenges & give adequate coverage to meet business

OVERALL STAMINA
Is energy being drained from the Company? Are we in shape for the challenges ahead? Is the work/life balance right?



THE BRAIN
Are all our people using their intellect to help the Company achieve its plans? Are we developing & utilising their talent

THE EARS
Do we listen effectively & methodically to our customers? Do we listen to all our colleagues? Do they feel connected to Konica Minolta?

THE MOUTH
Is there regular two-way communication with all of our people? Can they have their say? Do they know where we are headed and what's going on?

THE HEART
Are our business values clear and communicated? Do our people live the values with both colleagues and customers?

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Instructions

Study the graphic above. This exercise compares your organisation with the requirements for a top-class athlete as a 'Health Check' or fitness for business . Give your honest ratings by circling the appropriate number:

- 1 = Totally in place**
- 2 = No great problem**
- 3 = Could do better**
- 4 = Needs looking at as a priority**
- 5 = In great need of attention**

The Head

Strong, unified and highly effective director team 1 2 3 4 5

The Eyes

Clear vision and direction, communicated to everyone 1 2 3 4 5

The Nose

Constantly find opportunities for long-term business 1 2 3 4 5

The Bone Structure

Up-to-date, effective Company structure and system 1 2 3 4 5

Stamina

Motivated workforce. Work/life balance is right 1 2 3 4 5

The Brain

Developing our people fully, utilising their talent 1 2 3 4 5

The Ears

Listening effectively to customers and colleagues (staff) 1 2 3 4 5

The Mouth

Regular two-way communication to all in Konica Minolta 1 2 3 4 5

The Heart

Values are clear, communicated & lived in all parts of KM 1 2 3 4 5

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Action Priorities:

From the scores above look at any areas for which you have scored '5', '4', or '3'. Next prioritise **three** areas that you can influence over the coming weeks/months and complete the planning overview below:

Priority	Actions to Address	First Steps	By When	Who Involved
1				
2				
3				

For related topics see Top Tips:

- Leadership
- Strategic Thinking