See Things Through My Eyes

You are working on a project with a colleague that is due in 2 months. The project began smoothly, but now your colleague is missing meetings, delegating tasks to unqualified subordinates, and submitting work that has many flaws in it – the content is not always accurate, and the quality of the work is not up to his usual standards. You are now working to correct more errors and success is looking less likely.

This colleague has been instrumental in your career and recommended you for your job. His level of morale has slipped, and you have noticed that his relationships with others at work appear to be strained. Some co-workers are beginning to question his competence, while others do not appreciate his continued presence on the team. The deadline is looming. What do you do?

My initial goal would be to:

☐ Give support to my colleague   or   Get the project back on track ☐

My initial feeling is one of:

☐ Concern   or   Annoyance ☐

I am bothered that my colleague is:

☐ Submitting sub-standard work and isn't meeting targets   or   Struggling and negatively impacting the moral of the team ☐

In situations like this, I:

☐ Want to be a friend but sometimes come across as too willing to accommodate people   or   Want to solve the problem but sometimes come across as uncaring and tough ☐

When I discuss my concerns with my colleague, it would be most natural for me to:

☐ Ask how he is doing, try to understand the position he is in, and then ask how his work is progressing.   or   See how his work is progressing, objectively list my concerns, and then ask how he is feeling. ☐

I am concerned about my colleague's:

☐ Competence   or   Well-being ☐

I will feel that I am working toward a positive resolution when:

☐ I start identifying possible solutions   or   I begin to understand my colleague's situation ☐