

# “Dirty Dozen” Toxic Manager Worksheet

Date: \_\_\_\_\_

Use this worksheet to identify the 12 specific behaviours toxic managers use to undermine your confidence and wellbeing.

I created this free worksheet for you, using my 30 years HR expertise dealing with toxic workplace behaviour. Becoming aware of the pattern of behaviour is the first step in starting to deal with it constructively.

Behaviour Pattern	My Example	
Mixed Messaging		
Constant Fault Finding		
Vague Expectations		
Random Outbursts		
Dismiss Expertise		
Superiority Complex		



Behaviour Pattern	My Example	✓
<b>Stealing Credit</b>		
<b>Divide &amp; Conquer</b>		
<b>Withhold Information</b>		
<b>Dishonesty</b>		
<b>Weaponised Indecisiveness</b>		
<b>Blurry Responsibilities</b>		

Using this will help you:

- Validate your feelings: prove to yourself that you are not imagining things
- Document the evidence: start building a record of specific examples (better still, start a journal of everything that happens)
- Prepare for action: The first step in surviving a toxic manager is naming the behaviour.

Good luck, and I am thinking of you!  
Melony Dee (offrecord.co.nz)

**This is NOT legal advice**

