

Manager's Instruction Sheet

You have 5 minutes to complete the task.

You have two sets of responsibilities:

?? Supervise others

?? Complete your list preparation task

Supervisory Responsibilities

Make sure that everyone (including you) has a separate topic assigned for the List Preparation Activity

Fill out the Task Completion Form during the activity.

Keep an eye on the clock. Announce the remaining time at the end of each 1-minute period.

List Preparation Task

You (and everyone else in your work group) have been assigned one of the following topics. Your topic is underlined:

Feedback: Why do managers fail to give useful feedback? How can they give more useful feedback?

Motivation: Why do managers fail to motivate employees? How can they motivate their employees more effectively?

Time Management: Why do managers fail to manage their time effectively? How can they manage their time more effectively?

Delegation: Why do managers fail to delegate effectively? How can they delegate more effectively?

Coaching: Why do managers fail to coach their employees? How can they become more effective coaches?

Your task is to come up with a list of six responses to *each* of the two questions related to your topic. Use a separate piece of paper to prepare your list.

Assistant Manager's Instruction Sheet

You have 5 minutes to complete the task.

You (and everyone else in your work group) have been assigned one of the following topics. Your topic is underlined:

Feedback: Why do managers fail to give useful feedback? How can they give more useful feedback?

Motivation: Why do managers fail to motivate employees? How can they motivate their employees more effectively?

Time Management: Why do managers fail to manage their time effectively? How can they manage their time more effectively?

Delegation: Why do managers fail to delegate effectively? How can they delegate more effectively?

Coaching: Why do managers fail to coach their employees? How can they become more effective coaches?

Your task is to come up with *one* response to *each* of the two questions related to your topic. Use a separate piece of paper to prepare your list.

If the manager asks you to do something else, do that immediately. (But don't volunteer.)

Employee's Instruction Sheet

You have 5 minutes to complete the task.

You (and everyone else in your work group) have been assigned one of the following topics. Your topic is underlined:

Feedback: Why do managers fail to give useful feedback? How can they give more useful feedback?

Motivation: Why do managers fail to motivate employees? How can they motivate their employees more effectively?

Time Management: Why do managers fail to manage their time effectively? How can they manage their time more effectively?

Delegation: Why do managers fail to delegate effectively? How can they delegate more effectively?

Coaching: Why do managers fail to coach their employees? How can they become more effective coaches?

Your task is to come up with *one* response to *each* of the two questions related to your topic. Use a separate piece of paper to prepare your list.

If the manager asks you to do something else, do that immediately. (But don't volunteer.)