

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.)