

# 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 Task.

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

Stop your employees at exactly 5 minutes. (After all, we don't want to pay overtime to any employee.)

## 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.