

Management Basics Sample Cards

Issues

General Leadership.

Your team fails to accomplish a given task in the time allotted. A number of your workers did not do their best work, causing delays. To whom or how do you assign blame for the failure?

Sample Game Cards

(Shown smaller than the Actual 3 1/8" by 2 1/4" size)

Interviewing Skills.

You are doing an excellent job interviewing a candidate. You have been listening to every answer and showing interest in each comment when he claims to have a very useful skill. You see his resume makes no mention of where he may have acquired this skill. How do you respond to this claim?

General Decision Making.

List these priorities from most to least important when directing your workers.

- 1) The amount of work accomplished.
- 2) The quality of the work.
- 3) The time allotted to accomplish the work.

Motivation.

You have a subordinate who worked extra hours and took on many challenges in order to earn a company bonus. Unfortunately, another worker on another team out-did his performance and your subordinate did not receive the bonus. What do you look for as a possible reaction?

Communication.

A worker is openly disagreeing with your approach to solving a problem. In the past, he has purposely put forth a poor effort once he had a closed mind. It is as if he quits listening once he has made up his mind. How do you handle his defiance today?

Orientation and Training.

An employee is just not up to the task for which he was hired. You are hearing from other team members that he is not carrying his load. What will you say and do?

Dealing with Subordinates.

You have been promoted ahead of another person with greater seniority because of your high work standard. This person is very bitter. What is the best way to handle this problem?

Evaluating Subordinates.

When you are conducting a performance review, which is a greater mistake?

- 1) Joking while pointing out areas in need of improvement.
- 2) Comparing a subordinate to an other worker.
- 3) Exaggerating by using words like never and always.