



Learning Activity 11-2: The Best Manager I Ever Knew. . .

OBJECTIVE

The objective of this learning activity is to

- ♦ determine the traits of effective managers.



MATERIALS

For this activity, you will need

- ♦ Training Instrument 12-1: The Best Manager I Ever Knew . . .
- ♦ flipchart pages and markers
- ♦ masking tape for each group to post pages.



TIME

- ♦ 20 minutes

INSTRUCTIONS

1. Divide the class into four groups. Give each group a flipchart page and marker.
2. Instruct them to appoint a scribe to keep notes for their group. The scribe will create a chart with two columns on their flipchart page. One column will be titled “Skills.” The second column will be titled “Behaviors.”
3. Ask each group to think about good managers they have known. As they describe these managers, the scribe will list the skills that made these managers outstanding in the first column. Then they will list one specific behavior that demonstrated this skill in the second column. For example, column one may note that the manager had excellent communication skills. Column two could note that the

manager stopped all other activities and actively listened when talking to an employee.

4. At the end of 10 minutes, each group will tape their page to the wall and present the information. Instruct others to list the skills discussed on Training Instrument 12–1. In column one they are to underline any of those traits they'd like to develop.
5. After each presentation, conduct a debriefing discussion, using the following questions.

DISCUSSION QUESTIONS FOR DEBRIEFING

- ♦ Are some of these skills ones that you think you do well?
- ♦ Did any of these spark ideas about other skills you'd like to develop?