Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_

***Activity: Qualities of a Successful Manager***

***Directions:*** *Match the tips to the appropriate sentences. Assignment is worth* ***20 points****.*

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| **A. Is fair** | **B. Demonstrates flexibility** | **C. Knows how to have fun and has a good sense of humor** | **D. Deals honestly and diplomatically** |
| **E. Listens effectively** | **F. Shows commitment and reliability** | **G. Seeks to understand their workers** | **H. A thorough planner** |
| **I. Demonstrates integrity** | **J. A good negotiator** |  |  |

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|  | Answer | Statement |
| 1. |  | A manager should walk the talk. The old saying, “Lead by example” is the first quality that makes a manager a standout. |
| 2. |  | A manager who owns their mistakes, deals openly and honestly with others earns the respect of those they are trying to lead. |
| 3. |  | A manager who is responsive to the needs of the business and the needs of the employees is able to keep his/her team on target and achieve the goals of the business. |
| 4. |  | A manager who delivers their promises shows their team that they are reliable and promotes trust. |
| 5. |  | A manager who seeks first to understand is a manager who will always have his/her pulse on the business. |
| 6. |  | A manager who comes to the table prepared for the outcome to be positive for everyone will not only gain respect from the employees but be guaranteed of the opportunity for further negotiations. |
| 7. |  | If you fail to plan, you plan to fail. |
| 8. |  | A manager who doesn’t take sides, show favoritism or victimize those they are supervising will earn their trust and in turn will have more personal power to influence their team for good. |
| 9. |  | A manager who is able to promote a safe and happy work environment where appropriate fun is embraced will ensure the retention of the staff. |
| 10. |  | A manager who is able to accurately assess the skills, abilities, and personalities of their work team, will be able to develop individual managers to maximize their effectiveness and help them reach their potential. |