TEAM MANAGEMENT

Activity One: Read the idiomatic expressions and chose which one should go in which sentence below :

- To practice what you preach
- To act upon
- At the end of the day
- There's nothing worse
- There's nothing more infuriating
- To flout the rules
- Quite frankly
- No amount of
- Strive constantly
- Energy will be unleashed upon…

……..I think you are a bad manager.

Team members should immediately……..the instructions of their manager otherwise it takes too long to put new processes into practice.

……..a good manager is one who cares about his team.

Managers have to …….. because if they say one thing and do another their team members will not follow instructions.

……..than a manager who is hypocritical and does not lead by example.

If you …….. yourself, you can't expect your team to follow them.

As a manager you must ……..to keep your team happy and motivated.

……..effort should be spared in showing your team that you can do the job as well as them.

A whole lot of……..the jobs that need doing if your staff are motivated and happy.

……..Than a de-motivated team who are slow and unwilling about their work.

EASY ACCESS ENGLISH

Activity Two: Read the article. When you read concentrate of stressing the important words in each sentence.

Why Every Manager Should Practise What They Preach

It's important to act upon the guidance you give to your team. Because at the end of the day, nobody wants to follow the orders of a hypocrite.

Display your own enthusiasm and inspiration. You cannot expect to build enthusiasm and inspiration within the team you manage if you do not display these characteristics yourself. People hate obeying hypocrites. There's just nothing more infuriating than being told to do something you'd really rather not, to see your manager deciding not to do it either! So you won't make any friends by telling you team behave in one way, but acting in another. By acting in line with your own orders, suggestions and goals, you create social pressure that encourages subordinates to act in the same way. When you blatantly flout your own rules - you're creating justification for your employees to do the same. So if you could sum up this tip in one phrase, it would be, 'obey yourself as if you were your own subordinate'.

Lets be honest; if you're uninspired by your current job, then how can you expect your employees to be driven towards the targets you have set them? Team Management aims to improve your leadership skills and techniques as much as possible, but applying those skills in practise must be a well thought out and genuine process. If you're in the situation where you have to pretend to be enthused; you really need to think about changing your career because quite frankly, no amount of leadership advice will make you happy.

How do I display my Enthusiasm?

1. Show your enthusiasm in manner and tone of voice.
2. Visibly dedicate time and energy to the project.
3. Following up and compliment subordinates every time they've done a good job.
4. Encourage operational excellence by constantly striving to improve your work
5. Be punctual and well organised.

So there you have it. Display your enthusiasm to your employees and let the infectious power of inspiration and energy unleash itself upon your workforce! This technique will hopefully allow you to focus on strategic and high-level work, and stop worrying about the day-to-day of your subordinates. If they're motivated and focused- you know they'll do a good job. (In theory!)

Activity Three: Read through the expressions.

Expressing agreement

* I agree with that 100 percent.
* I couldn't agree more.
* That's so true.
* That' absolutely right.
* That's exactly how I feel.
* That's a very good point.

Expressing disagreement

* I don't think so.
* I'm afraid I disagree.
* I totally disagree.
* I beg to differ.
* I'd say the exact opposite.
* Not necessarily.
* That's not always true.
* That's not always the case.
* No, I'm not so sure about that.

Activity Four – Read these statements from the text and say if you agree or disagree.

- At the end of the day, nobody wants to follow the orders of a hypocrite.
- You cannot expect to build enthusiasm and inspiration within the team you manage if you do not display these characteristics yourself.
- There's just nothing more infuriating than being told to do something you'd really rather not, to see your manager deciding not to do it either!
- If you're uninspired by your current job, then how can you expect your employees to be driven towards the targets you have set them.
- If you're in the situation where you have to pretend to be enthused; you really need to think about changing your career.
- If your team is motivated and focused- you know they'll do a good job.

Activity Five – Using some of the following idioms write the five golden rules for good team management

A bird in the hand is worth two in the bush.
It's a blessing in disguise.
It's a piece of cake.
Actions speak louder than words.
He is all bark and no bite.
I have to go back to the drawing board.
To bend over backwards.
Don't put all your eggs in one basket.
To keep an eye on someone.
The sky is the limit.
The early bird catches the worm.
To wear your heart on your sleeve.
No pain no gain.
Two heads are better than one.

Activity Six Watch the video – Youtube - ***The Office UK - Lost Wages***
Answer the questions :

1. What does David's manager find him doing when he arrives in the office ?
2. What does David want to be judged by ?
3. What does his manager reproach him with ?
4. His manager says I get the impression that you would rather be popular than…..
5. He says that he wants them to improve what ?