

Exploring the Manager's Role and Skills

This activity focuses on the four integral areas an effective manager is skilled in. It also identifies areas that managers should NOT practice.



Ideal for recently appointed or longer term managers to discuss their role and identify the skills they need to perform it.

This stimulating training activity allows participants to:

- use consensus seeking skills to identify the role of the manager
- recognise the skills required to be a successful manager
- identify areas that managers should NOT practice
- discover whether they are people or task orientated
- identify areas to develop for more effective management
- formulate an action plan for their development.

This exercise is used for recruitment and assessing staff before promoting them to managers.

It is also a good icebreaker on a management course or managers' conferences.

How it works - Part 1

The game consists of 74 cards with a statement that might apply to the role and skills of a manager (see some examples to the right). Each team studies the cards and reaches a consensus as to which of the following five headings the card comes under:

Group A - Managing Activities

Group B - Managing Resources

Group C - Managing People

Group D - Managing Communication

Group E - Inappropriate or Little use

This part of the activity provokes a useful discussion on the role and skills of a manager. It enables the trainer to observe managers in action and identify areas for development.

 <p>Manages projects efficiently.</p>	 <p>Looks at ways to reduce waste.</p>
 <p>Believes in getting results through people.</p>	 <p>Sets a good example with equal opportunity issues.</p>
 <p>Easy to get on with, you can usually get what you want.</p>	 <p>Still very much 'one of the guys.'</p>

Part 2

Teams then prioritise the cards for groups A to D by choosing the 10 most important cards for each group. Each team's choice can be compared with the other teams to discover which statements are considered to be the most relevant in their role as a manager.

Part 3

The trainer issues participants with a questionnaire based on the cards. This enables participants to see their level of people and task orientation.

This part helps participants to understand how they should apply their skills according to the situation. It also helps them to focus on their development needs and formulate an action plan.



Users' Comments

"Exploring the Manager's Role and Skills is easy to use and an excellent activity to get managers talking and thinking about their role and skills. It highlighted those who were people managers and those who were more task orientated."

"This is an ideal training activity. I use it to bring out key points on communication and management issues. I also use it for graduate recruitment. Excellent value for money."

"I enjoy using this activity because it is fun for participants to do, but also gets them talking about their role and skills. It can also be used as a competition between teams; I tried this at a conference and it worked well."

Timing: 1 to 2 hours (depending on how many parts of the activity you use).

Numbers: Up to 4 teams with 2 to 6 delegates in a team (24 delegates in total for each business game).

Who: Staff at any level.

PC required: None.

Licence Free: When you buy this training material, there are no restrictions on the number of times you can use it.

Cost to buy: You can buy this business game (which includes a trainer's manual) and use it yourself for £250 + delivery and VAT (if applicable).

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