

Self-Test: What skills would you use?

Scenario A:

You are at work and your boss calls you into his office. He tells you that he has a new project. He is putting a project team together and is considering promoting you to be the Project Manager. He wants you to tell him what skills you think are needed to manage the team and how your team building skills fit to successfully complete the project. How would you respond if you wanted the management position?

Your Answer:

Scenario B:

As the farm rancher, you hire entry-level farmhands to help take care of livestock, crops, equipment, and buildings. It has been a dry season and the crops are not growing as well as they should. You pull the team together to come up with ways to save the crops. How can your teamwork skills contribute to the team?

Your Answer:



Answers:

Scenario A

As a good Project Manager you should be able to:

- *Create appropriate timelines for task completion.*
- *Plan and delegate tasks.*
- *Monitor tasks and their progress.*
- *Provide constructive feedback effectively.*
- *Council and encourage team members.*
- *Help subordinates.*
- *Encourage and build mutual trust within your team.*
- *Show respect to team members.*
- *Build team cooperation and cohesion.*
- *Communicate in writing and orally.*

Scenario B:

It is important to find a possible solution because your team members' jobs depend on you. You need to keep a positive attitude in this situation as well because your team members are looking to you to gauge how bad the situation is. Gather important information and work with your team to come up with possible solutions. Once you have settled on one solution, delegate tasks out to your team members. You should let them know that you are there if they need any help. Monitor the team members' progress and encourage them when needed. If any problems arise, work them out and manage any conflict among team members.



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