

8.9: Management Skills Application Exercises

How Would You Rate Your Supervisor?

Instructions: Think of your current supervisor or one for any job you have held, and evaluate her on the following dimensions. Give a “1” for very poor, a “3” for average, a “5” for outstanding, etc.

	Very Poor		Average	Outstanding	
1. Your boss’s knowledge of the job	1	2	3	4	5
2. Your boss’s leadership skills	1	2	3	4	5
3. Your boss’s communication skills	1	2	3	4	5
4. Your boss’s ability to motivate subordinates	1	2	3	4	5
5. Your boss’s attendance and promptness	1	2	3	4	5
6. Your boss’s commitment to the organization	1	2	3	4	5
7. Your boss’s long-term potential for promotion	1	2	3	4	5
8. What is your overall assessment of your supervisor?	1	2	3	4	5

Think of a current or previous job, and evaluate the source and quality of the feedback you received from your supervisor. When you are through, refer to **Appendix B** for scoring procedures.

How Much Feedback Are You Getting from Your Job?

Instructions: Think of a current or previous job. With this in mind, answer the following questions as accurately as possible.

1. My boss lets me know when I make a mistake.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

2. My coworkers help me improve on the job.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

3. I receive formal evaluations from the company on my job.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

4. My boss always tells me when I do a good job.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

5. This company really appreciates good performance.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

6. When I do something especially well, I receive a “thanks” from my boss.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

7. My coworkers are very appreciative when I do a good job.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

8. My coworkers compliment me on the quality of my work.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

9. My coworkers are very supportive of my efforts.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

10. I know when I have done a good job.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

11. My job provides me with solid feedback on my performance.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

12. I can see the results when I learn to do something better.

Strongly Disagree				Strongly Agree		
1	2	3	4	5	6	7

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