

I'm a natural-born leader.

Do you know how to manage people? Can you motivate a team? Do our quiz and find out whether you are a good leader or not.

Answers on page 24.

Are you a good leader?



CD track 22 - Canadian woman & Englishwoman

- You have a lot of work-related stress. What do you do?
 - I **delegate** some of my work to my sub-managers.
 - I shout at someone – that always makes me feel better.
- One of your employees tells you he's feeling depressed. What do you do?
 - I talk to him, **find out** what's wrong, and set him some realistic objectives to focus on.
 - I **take hold of** him by the **shoulders**, **shake** him vigorously, and tell him **to get a grip on himself**.
- An employee asks to talk to you about a personal matter. What do you say?
 - "OK, **let's schedule a time** when we can sit down and discuss the problem."
 - "**Get a life!**"
- An employee is **suffering** at work, and is often the victim of cruel, **practical jokes**. What do you do?
 - I interview all members of staff individually, and try to **get to the bottom of the matter**.
 - I join in on the fun. If he can't **take a joke**, he can get out.
- Overall production in your department is **down**. What do you do?
 - I reflect seriously on the way I am managing my team; I also **seek professional advice**.
 - I start spreading rumours about **redundancies**. That should **keep them on their toes**.
- It's time for the weekly staff meeting. As you walk into the room, what happens?
 - Everyone goes quiet and waits for me to sit down and start the meeting.
 - People continue talking and generally ignore me. In the end, I have **to blow a horn** in order to get their attention.
- It's time **to review office salaries**. What do you do?
 - I give everyone an increase based on inflation.
 - I **award myself** a 20% increase, and **freeze** everyone else's **wages**.
- You ask your marketing manager to prepare a revised **budget** for the next day. What does she say?
 - "Don't worry. You'll have it on your **desk** first thing next morning."
 - "**Get lost, loser!**"
- The company is having cash-flow problems and there isn't enough to pay everyone's salary on the first day of the month. What do you do?
 - I send out an e-mail and explain the situation. I also inform staff that I'll be **foregoing** my salary until everyone else has been paid.
 - I collect my salary and just forget about everyone else.
- A job your department was responsible for went horribly wrong. What do you do?
 - I **assume full responsibility** for it, and try to **sort out the mess**.
 - I defend my position and **lay the blame on** everyone else.

Now check your answers.

GLOSSARY

to delegate *vb*
to give responsibilities/work to someone else
to find out *phr vb*
to discover
to take hold of someone *exp*
to hold someone physically
a shoulder *n*
the joint at the top of your arm
to shake *vb*
to move backwards and forwards violently
to get a grip on yourself *exp*
to control yourself
to schedule a time *exp*
to decide on a specific time to do something
get a life! *exp*
start doing something useful with your life
to suffer *vb*
if you "suffer", you have emotional or physical pain
a practical joke *n*
a trick that is played on someone as a way of making them appear stupid
to get to the bottom of the matter *exp*
to discover the truth about something
to take a joke *exp*
to laugh at a joke, even though you are the victim
down *adj*
if production is "down", it has decreased a lot
to seek professional advice *exp*
to ask a professional for help
redundancies *n*
if there are "redundancies" in a company, people lose their jobs

to keep someone on their toes *exp*
to force someone to continue giving all their energy and attention to the job
to blow a horn *exp*
to make a loud noise with a horn (what cars have to warn other drivers about danger, etc)
to review office salaries *exp*
to analyse people's wages in an office
to award yourself something *exp*
to give yourself something nice as compensation for your good work
to freeze wages *exp*
not to increase salaries
a budget *n*
a financial plan
a desk *n*
a table in an office
get lost *exp informal*
go away
a loser *n informal*
a sad/pathetic person
to forego *vb*
if you "forego" something, you don't have that thing
to assume full responsibility for something *exp*
to accept that you are responsible for something
to sort out a mess *exp*
to find a solution to a problem
to lay the blame on someone *exp*
to say that someone is responsible for a problem