

- 1) Unless there's something that needs sorting \_\_\_\_\_ urgently, your first few months in the role will be better spent \_\_\_\_\_ understanding the people and the situation.
- 2) It takes the pressure \_\_\_\_\_ them, and it satisfies their natural urge to leave the solving of problems \_\_\_\_\_ others.
- 3) Try using existing resources to identify the current position and the ways to change it | \_\_\_\_\_ the better.
- 4) Start by consulting widely, beginning \_\_\_\_\_ the people who now report \_\_\_\_\_ you direct.
- 5) From their answers you can build \_\_\_\_\_ a picture of your people, as well as of the issues.
- 6) Others may just concentrate \_\_\_\_\_ their own particular concerns.
- 7) You will also have had personal contact with each person and can judge who you will work well \_\_\_\_\_ the future.
- 8) Overlap \_\_\_\_\_ their responses is a useful pointer \_\_\_\_\_ the priorities needing your attention.
- 9) If there is no duplication \_\_\_\_\_ problems or solutions, it means that you have inherited a disunited group.
- 10) At the same time, consult \_\_\_\_\_ customers, be open \_\_\_\_\_ criticism and \_\_\_\_\_ praise.
- 11) Compare the views of your department \_\_\_\_\_ this external viewpoint.
- 12) While you are data-gathering, have a look \_\_\_\_\_ the figures.
- 13) You probably lack knowledge \_\_\_\_\_ which company products are profitable.
- 14) Together, plot the solutions on a big graph, with one axis relating \_\_\_\_\_ the amount of difference the action would make, and the other axis \_\_\_\_\_ the ease of implementation.
- 15) This will prompt useful discussion \_\_\_\_\_ the issues and the means of resolving them.