

STAFF MANAGEMENT AND *MOTIVATION*

Watch the video “*Effective Strategies for Managing People at Work*” and choose the best answer to the question.

1. What is the first step in managing others effectively?

- A. Identifying motivating factors
- B. Developing leadership skills
- C. Improving personal work
- D. Mediating between team members

2. How can clear priorities help in effective management?

- A. They help in assigning tasks effectively.
- B. They ensure a focused approach to work.
- C. They improve personal and professional planning projects.
- D. They set achievable deadlines for

3. What is active listening?

- A. Preparing to listen and providing feedback
- B. Observing verbal and non-verbal messages
- C. Reassuring employees that their opinions matter
- D. All of the above

4. Why is delegating tasks important in management?

- A. It allows managers to focus on high-level duties.
- B. It helps employees gain experience and skills.
- C. It demonstrates trust in employees' abilities.
- D. All of the above

5. How can managers take control of communication?

- A. By initiating communication with team members
- B. By explaining communication channels to the team
- C. By encouraging open communication among team members
- D. All of the above

6. What can happen if employees are managed without understanding the project workflow?

- A. Confusion and delays may occur.
- B. Employees may become more efficient.
- C. The cause of any issues can be easily identified.
- D. Employees may lose motivation.

7. Why is it important to identify clear workflows?

- A. It helps in assigning roles and responsibilities.
- B. It ensures a smooth project completion process.
- C. It gives a better understanding of individual roles.
- D. All of the above

8. According to the video, why is it important to set clear goals as a team?

- A. It provides a guideline for leaders.
- B. It keeps everyone focused on their behavior.
- C. It helps in identifying team members' unique positions.
- D. It ensures that team goals are achievable.

9. What is one way to provide positive reinforcement in the workplace?

- A. Giving verbal praise to team members.
- B. Implementing a structured reward system.
- C. Focusing on team members' weaknesses.
- D. Encouraging competition among team members.

10. Why is it important to encourage all opinions and ideas in the workplace?

- A. It helps in building resentment among team members.
- B. It discourages team members from sharing their thoughts.
- C. It promotes a culture of open communication and innovation.
- D. It ensures that team members follow the manager's vision.

Exercise 2. Watch the video “Power of Motivation. Five steps to discover the P-O-W-E-R of motivation” and choose the correct statement only.

- 1. Knowing about your team's passion is important for motivating them.
- 2. Opportunities for learning and development are not necessary for team motivation.
- 3. A positive work environment can help your team shine.
- 4. Empowerment leads to higher responsibilities and autonomy for the team.
- 5. Recognition of achievements and valued behavior is not important for team motivation.