Unit 1 Job Listings

1 *Reading*

Read this internet article 5 requirements of the perfect manager.

1: Be a "people person"

Norxodd is people and we are looking for managers who like people. You should be comfortable with conflict resolution. You should know how people work and know how to motivate your team. If you are better with computers than people and understand Klingon better than English, you are not a good fit for our managerial team.

2: Be a good communicator

You should be able to communicate effectively using all methods, including visual presentations, public speaking, email, teleconferencing, and face-to-face. Good communication is a two-way street.

You will be required to routinely update your employees on their and the team's performance. You will communicate any feedback from upper management and customers and provide status information when asked.

3: Be technically proficient

The products we create at Norxodd are technically complicated. You don't' need to be able to code in C#, but you should be able to give technical guidance and decide the best strategies and methods for success. And no, having watched Happy Feet or the March of the Penguins does not qualify you as technically proficient in Linux.

4: Encourage teamwork

Teamwork is important at Norxodd. Not only are you required to encourage the best practices for building teamwork, you are considered a part of the team. We have no doors at Norxodd for you to hide behind. In fact, we have no traditional office space for managers: you are required to sit and work with your staff.

5: Lead by example

The best managers lead by example at Norxodd. All managers are required to dress and act professionally at all times and to be available to give guidance and help when needed. Leading by example means working late and on weekends with your employees, parking with your employees, and using the same washroom as your employees. It's all about doing instead of pontificating — and doing the right thing.

Adapted from techrepublic.com

LIVEWORKSHEETS

2 Are these statements *True* or *False*.

1. It is more important to manage systems than people. _____
2. To be a great communicator, one should use as many tools as possible. _____
3. In order to be technically proficient, giving ones opinion is enough. _____
4. Encouraging teamwork is as important as being part of the team. _____
5. If you are a manager, you can skip extra work and have weekends off. _____

3 Writing

- Write a seven-line paragraph about your work experience and personal information, such as studies, experience, and other jobs.
- Use time expressions.

Self-assessment

Now I can write a paragraph about my work experience...		
☐ Independently	☐ With occasional help	☐ Only with help

LIVEWORKSHEETS