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.
D. They set achievable deadlines for projects.

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.

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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.

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