

Giving Instructions to Your Team

Read the examples of instructions from a supervisor.

Example 1 - Department Store

Supervisor: Ok, let's get started. We have a lot to do today.

This morning, the first thing I want is for you to move all of the boxes from shelf 11 to the front of the store.

Next, unpack all of the boxes at the back and put the toys on shelf 11.

After you finish that, throw all of the boxes in the **compactor**. That will give us more room for the new stock because the boxes will be out of the way.

It should be time for a coffee break by then.

After coffee break, please sweep the entire storage room.

Thanks everyone!



Example 2 - Café/Restaurant

Supervisor: Team, come back here for a moment.

Today is going to be a busy day because it's a holiday and lots of people will be coming for a treat.

I want **everyone on their toes**. No one should be sitting around with nothing to do.

I want the cream and sugar to be refilled every 20 minutes.

I want all the tables to be wiped down right after people leave.

I want smiles on your faces.

I want to hear "thank you for coming, hopefully we'll see you soon."

Ok, now get to work. Remember we're here to please the customers."

Your Turn!

Choose **one** of the following work places:

Grocery Store	Restaurant	Clothing Store	Construction Site	Factory
				

- Pretend you are the supervisor and you are giving your team some instructions for their shift.
- Write one paragraph of instructions to your team.
- Refer to the examples for help if you are struggling.
- Refer to the transition words below for assistance.

Transition Words

first, next, then, after that, following that, in addition, also, lastly
when you finish, before you ____, after you ____,

Write your paragraph in the box below.

Supervisor: