

Exercise

Sell Your Ideas

Describe a challenging situation you have faced or are currently facing as a supervisor. There are several reasons why the situation may be challenging:

- It was unusual.
- Even though it was usual, you were not sure what to do about it.
- The demands or conditions were complicated.

There could be other reasons. The situation could be a problem or an opportunity. It might involve an individual or group you manage directly, or someone you do not manage at all. Use the reverse of this page or attach additional paper if you need more writing space.

1. Identify the people who were involved: use job titles (no names) and describe each person's age, gender, years in current position, and/or any other relevant characteristics.

2. Describe the nature of the situation. What is going on? What is happening? What is the performance issue?

3. What was your role? What did you do, and what happened?

4. What was the conclusion, or what is the current status?
