**BE75: Managing People: Discussion and Vocabulary:** “*A boat can’t have 2 captains*”

**A:** What qualities and skills should a good manager have? Choose the six most important from the list.

To be a good manager you need to:

1 be an expert. 7 make suggestions.

2 like people. 8 judge people's abilities.

3 focus on tasks, not people. 9 plan ahead.

4 enjoy working with others. 10 be good with numbers.

5 give orders. 11 make good presentations.

6 listen to others. 12 be older than your staff.

**B:** If you are managing people from different cultures, what other personal qualities and skills do you need?

EXAMPLES: personal qualities: *flexibility*

skills: *good at language*

**C:** Talk about the good or bad qualities of managers/bosses you have had.

**A:** 'Verb + preposition' combinations are often useful for describing skills and personal qualities. Match the verbs (1-7) to the prepositions and phrases (a-g).

A good manager should:

1 respond a) in their employees' abilities.

2 listen b) to a deputy as often as possible.

3 deal c) to employees' concerns promptly.

4 believe d) with colleagues clearly.

5 delegate e) with problems quickly.

6 communicate f) in regular training courses for employees.

7 invest g) to all suggestions from staff.

**B:** Which do you think are the three most important qualities in Exercise A?

**C:** Some verbs combine with more than one preposition.

He reports to the Marketing Director. (*to someone*) The Manager reported on last month's sales figures. (on something)

Say whether these combine with someone, something or both.

1 a) report to someone 4 a) agree with

b) report on b) agree on

2 a) apologise for 5 a) argue about

b) apologise to b) argue with

3 a) talk to

b) talk about

**D:** Complete these sentences with suitable prepositions from Exercise C.

1 The Finance Director argued . . . . . . . . . . . . our Managing Director over profit sharing.

2 I agreed . . . . . . . . . . . . her that we need to change our marketing strategy.

3 I talk . . . . . . . . . . . . my boss every Monday at our regular meeting.

4 We argued . . . . . . . . . . . . next year's budget for over an hour.

5 He apologised . . . . . . . . . . . . losing his temper.

6 We talked . . . . . . . . . . . . our financial problems for a long time.

7 I apologised . . . . . . . . . . . . Paula for giving her the wrong figures.

8 Can we agree . . . . . . . . . . . . the date of our next meeting?

**E:** Write three questions using some of the 'verb + preposition' combinations from Exercises A and C. Then work in pairs and ask each other the questions.

EXAMPLE: Who do you communicate with every day?

**F:** What is your ideal manager like? Are they male or female?