Benefits – Types – Styles – Motivation - Feedback

1. Translate the English word in German

|  |  |
| --- | --- |
| English | *German* |
| instrumental reasons |  |
| task reasons |  |
| accomplice |  |
| expressive reasons |  |
| emotional reasons |  |
| companionship |  |
| to alienate |  |
| group cohesion |  |

2. Fill in the missing words

Benefits for social groups:

|  |  |
| --- | --- |
| reasons | benefits |
| instrumental & task reasons |  |
| expressive & emotional reasons |  |

Types of leadership

|  |  |  |
| --- | --- | --- |
| type | positive output | danger |
| instrumental |  |  |
| expressive |  |  |

Style

|  |  |  |  |
| --- | --- | --- | --- |
| style | action | situation | negative output |
| authoritarian |  |  |  |
|  |
| democratic |  |  |  |
|  |
| laissez-faire |  |  |  |
|  |

3. Translate in German

problem solving

|  |  |
| --- | --- |
| ***discovering problems*** |  |
| How are things going? |  |
| What is wrong? |  |
| What are you dealing with right now? |  |
| ***asking questions about the problem*** |  |
| How could that happen? |  |
| What is the worst thing about the situation? |  |
| Why is this happening now? |  |
| What are the underlying causes? |  |
| Can you give me some background on this? |  |
| ***clarifying success criteria*** |  |
| The best outcome would be if we could.... |  |
| Ideally, we want to be able to.... |  |
| We need a solution that covers all aspects. |  |
| How do we know it will work out? |  |
| How do we measure our success? |  |
| ***encouraging ideas*** |  |
| What other options are there? |  |
| How could we reduce costs elsewhere? |  |
| Let’s consider that as well. |  |
| I’d like to explore a couple of ideas further. |  |
| What would be the biggest downside for us? |  |
| What are you thinking? |  |
| ***keeping positive*** |  |
| Maybe we can find a temporary workaround. |  |
| Let’s not make this personal. |  |
| Let’s keep the facts in mind |  |
| We will cross that bridge when we come to it. |  |
| Let’s avoid making any assumptions right now. |  |
| We need to step back and look at this from another perspective. |  |
| ***empathizing with others*** |  |
| To be honest, I have the same issue. |  |
| We should look at their needs. |  |
| We need to put ourselves in their shoes. |  |
| Let’s talk to them. |  |
| ***expressing concerns*** |  |
| If we make too many compromises, it won’t work. |  |
| We are going to have to look at the options that are realistic. |  |
| That might be counterproductive. |  |
| It’s simply not viable, for so many practical reasons. |  |
| ***talking about solutions*** |  |
| I’d have to sift through the data. |  |
| In my opinion, this is the perfect way out. |  |
| I am also convinced that this is the best way forward because... |  |
| It meets all the success criteria. |  |
| It is a win-win situation. |  |
| You have made a compelling case. |  |

motivation

|  |  |
| --- | --- |
| ***motivating the team*** |  |
| This is a chance for a fresh start as a team. |  |
| I am convinced we can work well together in this team. |  |
| Together, we are a pool of valuable expertise, experience and personalities. |  |
| ***showing recognition*** |  |
| I want to thank you for your hard work. |  |
| ***dealing with conflicts*** |  |
| I think it would be helpful if... |  |
| Let’s take a few minutes to review your performance. |  |
| This kind of behaviour can have a disruptive effect on the team dynamics. |  |
| How could you become an even more valuable team member? |  |
| ***getting everybody involved*** |  |
| Let’s hear from the other team members? |  |
| Who’s next? / Who wants to start? |  |
| I think we all have something to contribute. |  |
| How does that sound to everyone? |  |
| I’d like to hear other ideas before we decide. |  |
| Everybody should get a chance to express their preferences. |  |
| We’ll take a vote? |  |
| ***asking for input*** |  |
| Let me know if you have any preferences. |  |
| What to you hope to get out of working on this team? |  |
| How do we all feel about the team? |  |
| How do you like to communicate and collaborate? |  |
| ***conforming agreements*** |  |
| Do we all agree that blaming and criticizing others in the team is unacceptable? |  |
| Do we value a supportive collaborative culture? |  |
| ***setting up effective processes*** |  |
| How would you like us all to work together in the future? |  |
| What support would be useful for you to fulfil your role? |  |
| How often should the whole team meet up? |  |
| How do we decide on the agendas? |  |
| Who will write the minutes, sign off on them and circulate them? |  |
| ***agreeing on a code of conduct*** |  |
| Is everybody happy with ...? |  |
| We agree that we will all come prepared to every meeting and actively participate. |  |
| We will be punctual. |  |
| We will share information and best practice. |  |
| ***building trust & relationships*** |  |
| Tell us about a quality that your colleagues have that you can rely on. |  |
| Could you tell us a positive experience about working together? |  |
| Who and what made it so good? |  |

temwork - feedback

|  |  |
| --- | --- |
| ***explaining your role*** |  |
| My main priorities as the manager are... |  |
| My goal is to ... |  |
| I am also responsible for ... |  |
| ***being supportive*** |  |
| What should I be doing to help? |  |
| Do you have all the information you need? |  |
| Please contact me if you require any additional support. |  |
| ***agreeing & disagreeing*** |  |
| I totally agree. / Absolutely. |  |
| Would you agree? |  |
| I am not sure I can agree with you there. |  |
| That is an option. |  |
| That seems like a good compromise. |  |
| ***showing appreciation*** |  |
| Thank you for going through the staff appraisal with me. |  |
| That would be great. |  |
| This has been incredibly useful. |  |
| That is good to know. |  |
| I appreciate your support and guidance. |  |
| You are an asset to the company. |  |
| Thank you for your hard work and dedication. |  |
| ***asking for feedback*** |  |
| What to you like most in your job? |  |
| How to you see your rule? |  |
| Do you believe you have the skills to perform your job effectively? |  |
| Tell me how things are going in your team. |  |
| ***giving advice*** |  |
| You need to ... |  |
| Think about what you do and why? |  |
| It is important to be honest in your self-evaluation. |  |
| Ideally, you should focus on... |  |
| My advice is to... |  |
| Provide concrete, realistic goals and a time frame. |  |
| Please remember to ... |  |
| If you have any concerns, you can ... |  |
| Give examples of when you have performed well. |  |
| Be proactive. |  |
| ***talking about performance*** |  |
| I have taken on more responsibility and I have helped win contracts. |  |
| Where do you think you can improve? |  |
| Where might you need support? |  |
| What are the three things that your employee did the best this year? |  |
| What are the three areas where your employee needs to develop? |  |
| What are the three things you can do to support your employee’s progress? |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | style | way of motivation | way of feedback |
| Bildergebnis für Kung Fu Panda |  |  |  |
| Bildergebnis für Kung Fu Panda oogway |  |  |  |
| Bildergebnis für Kung Fu Panda Mr Ping |  |  |  |

4. Make notes during the film