

MANAGERIAL EFFECTIVENESS

WORKSHEET*

Rank the following items in terms of their importance in selecting a middle manager, such as a department head who is effective in making and carrying out decisions. Place Number 1 by the most important item number 2 by the next important item, and so on down to 10, which represents the least important consideration.

Individual
Ranking

Group
Ranking

- a. Able to grasp the structure of the organization quickly and to use it effectively.
- b. Able to give clear-cut instructions
- c. Keeps all parties who are concerned with a decision fully informed on progress and final actions taken.
- d. Able to change his/her own conclusions when they prove to be wrong.
- e. Goes about decision making by developing a range of alternatives before coming to a final verdict.
- f. Able to grasp instructions and to act appropriately in terms of them.
- g. Capable of making fast decisions under time and other variety of items.
- h. Able to delegate effectively

Capable of seeing appropriate relations among a variety of items.
- j. Able to resist shaping an opinion before all the facts are in.

* Adapted from Kolb, et al, ORGANIZATIONAL PSYCHOLOGY: AN EXPERIENTIAL APPROACH