



**Activity: Characteristics of a Supervisor**

Working in groups, discuss the characteristics of various supervisors you have worked for or with during your career. Complete the lists below, and be prepared to discuss your answers with the class as a whole at the end of this activity.

1. Record the characteristics which impressed you about the supervisors you have encountered.

Characteristic	Effect on Employees
<ul style="list-style-type: none"><li>• accepts responsibility for his/her mistakes</li></ul>	<ul style="list-style-type: none"><li>• respect</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

2. Record the undesirable characteristics you have noticed in supervisors you have encountered.

Characteristic	Effect on Employees
<ul style="list-style-type: none"><li>• never shares credit for a job well done</li></ul>	<ul style="list-style-type: none"><li>• resentment</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>





## Facilitator's Notes:

Upon completion of this activity, the students will have prepared a list of desirable and undesirable characteristics of a supervisor. They will also review the effects of these characteristics on their employees. The student should strive to portray the positive characteristics and avoid the negative ones. This activity also encourages them to develop an action plan to improve two negative characteristics they may have.

1. *Record the characteristics which impressed you in the supervisors you have encountered.*

Characteristic	Effect on Employees
<ul style="list-style-type: none"> <li>• accepts responsibility for his mistakes</li> <li>• gives credit where credit is due</li> <li>• treats people fairly and consistently</li> <li>• encourages open communications</li> <li>• maintains confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• respect</li> <li>• pride in their work</li> <li>• feel they are treated fairly</li> <li>• willing to express their ideas</li> <li>• trust supervisor</li> </ul>

Overall: performance improves, morale is high, pride in their work.

2. *Record the undesirable characteristics which you noticed in supervisors you have encountered.*

Characteristic	Effect on Employees
<ul style="list-style-type: none"> <li>• never shares credit for a job well done</li> <li>• plays favourites</li> <li>• lies</li> <li>• incompetent</li> <li>• poor role model</li> </ul>	<ul style="list-style-type: none"> <li>• resentment</li> <li>• workload decreases</li> <li>• lacks trust</li> <li>• no faith</li> <li>• develop bad habits</li> </ul>

### 3. *Action Plan*

- Give the students an opportunity to work on this on their own.
- Explain that their answers are for their eyes only and that this exercise will **not** be shared with the class.