



# The 30 Minute Manager!

What makes a good manager? Find out in this short, easy-to-use activity.

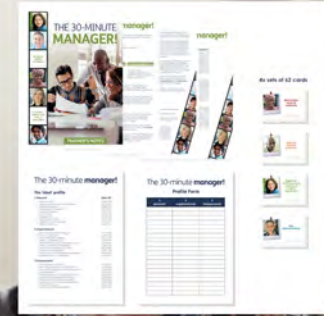
- 🕒 30-60 minutes + debrief
- 👥 3-24 (up to 4 teams of 3-6 per team)
- 📈 For staff at any level
- 💻 No computer required
- £ 395 ex VAT



## THE 30-MINUTE MANAGER!

Profiles the perfect manager!

Pack contents



## Learning objectives

- the key attributes of effective managers and supervisors
- what new managers need to know about their role
- to appreciate the concept of the 'whole' manager
- to reflect on participants' own strengths and weaknesses
- to pinpoint areas for performance improvement

## About the activity

In just 30-60 minutes teams define the 'perfect' manager. Each team is given a set of **62 Cards**. On each is a description of a personal attribute or trait. For example, *First in, last out* or *Honest and trustworthy* or *Confident with difficult conversations*. Each could pertain to a manager or supervisor - some are desirable traits, some less desirable, some irrelevant.

Teams first sort the cards into four types: *Personal*, *Organisational*, *Interpersonal* - and *Irrelevant*. Having discarded the *Irrelevant pile*, teams now reduce the number of remaining cards to just 30. These are the cards that, in their view, best profile the perfect manager. The act of sorting and eliminating the statements generates valuable discussion about manager attributes and as the process moves towards the final 30 cards, it clarifies ideas about what really are the *essential* traits.

Teams complete a **Profile Form** and score their profile against the **Definitive Profile** supplied in the pack. How well do teams score? Is there a balance across the three kinds of traits (Personal, Organisational & Interpersonal)? How do profiles compare across the teams? It all makes for good debate.

At the end ask how participants' own main traits match up to the definitive profile. What are their individual strengths and weaknesses? What areas can they work on to become well-rounded managers?

## Pack contents

- Trainer's Notes
- Sets of 62 Cards
- Sets of 4 Header Cards
- Profile Forms
- Handout: The Ideal Profile

This activity is for face-to-face training. It is supplied as a hard copy pack & the digital files are supplied via the Northgate Trainerhub.

## Five-year licence

This Northgate training activity comes with a five-year licence for repeat use with up to 24 participants. A licence is required for each site (or remote hub). To use with larger groups or for multiple site licences please contact us for a quote.

## Ideally suited to

Kicking off any management training course for new managers, supervisors and team leaders - and for existing managers as a useful refresher session.

# The 30 Minute Manager!

# FACTSHEET

## Customer reviews

” I use this activity regularly and it works *really well*. It's great for *provoking discussion* around what defines a good manager. Thank you!  
**Jo Downes, Learning & Development Manager, FPS**

” I ran this activity in the first module of our 'New Managers' programme. It worked really well and the delegates *really enjoyed* it. It helped them to identify that being a *good manager* is about having *good people skills* - as well as technical skills. It *reinforced* nicely, what they were about to learn over the course of the programme.  
**Sarah Stevens, Learning and Development Business Partner, TLT LLP**



## Trainer's role (full guidance supplied in Trainer's Notes)

- Introduce the activity - it is about what makes the perfect manager.
- Issue a set of cards to each team and allow up to 20 minutes for sorting them into the four categories: *Personal, Organisational, Interpersonal* - and *Irrelevant*. If your schedule allows, you can give teams more time.
- Allow teams a further 10 minutes, or more, to select their final 30 cards.
- Issue Profile Forms for teams to 'profile' their chosen 'ideal manager'.
- Use the secret code to double-check teams have put cards in the right categories and for teams to score their profile.
- Lead a discussion on each team's profiles and the key 'manager attributes'.

NOTE To make it easy for the Trainer, each card carries a code (eg 107 - 176 - 875). The first set of three digits hides the card number (useful if you lose any cards). The middle set hides the category to which the card belongs (personal, organisational, etc) and the last set hides the score value for that card. Once teams have their final choice of cards you can tell them how to read the code to work out their score. Simple!

## Northgate says...

Trainers have variously described "The 30-Minute Manager" as *excellent, dynamic, stimulating, fun, easy to run and works well in recruitment*.

## Ordering is easy!

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## Fast delivery

Digital files are sent electronically and classroom packs are sent via courier:

- £15 UK (next working day)
- £29 Europe (1-3 working days)
- £39 International (1-5 working days)

## Our guarantee

If you are not 100% happy we offer a 30-day no-quibble returns service on unused goods.



## Northgate customers

