## Pre-Assignment

The purpose of this assignment is to get you thinking about some of the skills you currently possess or need to improve. Answer honestly.

1. One of your co-workers comes to work crying. Do you:
   1. Ask what’s wrong and allow your co-worker to confide in you
   2. Ask what’s wrong but not wait to hear a response, just say everything will be okay
   3. Gossip to other co-workers about the situation
   4. Ignore the co-worker
2. Your boss gives you the assignment of reading over a financial document to check for accuracy. You:
   * 1. Tell your boss you will do it, but just put it to the side
     2. Quickly read over the document for mistakes that stick out
     3. Take your time to thoroughly read the document and mark the errors
     4. Tell your boss that you are too busy and ask if someone else could do it
3. Due to recent layoffs, the morale of your team is very low. You:
   * 1. Complain to your co-workers that you are unhappy and if things do not improve soon, you are leaving the company
     2. Disregard the unhappiness around you and continue to do your job
     3. Ask others how they feel about the situation
     4. Create and implement a program that will likely improve morale
4. A new member joins your team from another state. She has no family in town and is sad about not having a social life. You:
   * 1. Invite her to an evening of fun with you and some of your friends
     2. Tell her there’s not much to do in your town so she’s not missing anything
     3. Change the subject
     4. Ask if maybe moving was a bad idea

Instructor Answer Key

1. The correct answer is A. This shows strong listening skills.
2. The correct answer is C. This shows strong reading skills.
3. The correct answer is D. This shows strong initiative.
4. The correct answer is A. This shows strong skills for interpersonal relationships.