

Five Word Manager

Building on the skills of:

- Asking open questions
- Keeping communication concise
- Driving ownership of roles and outcomes

...here is a simple five word approach to take with you to each discussion with your staff, whether it be planned or spontaneous.

What? How much? By when?

What?

What options do you see for achieving?
What obstacles are you likely to encounter?
What do you see as the best way to tackle the job?

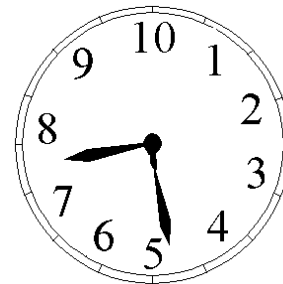


How much?

How much of this task can your team achieve?
How many...extra staff/resources/etc...will you require?
How will you measure your progress?

By when?

When do you expect your team will be ready to start?
When do you expect to complete the job?
When will be a good time to update me on progress?



Using this simple *five word* approach you can continue to empower staff to own their role, set their targets, take responsibility for outcomes, and keep you informed of their achievements. You too can be a **Five Word Manager**.