Hand in through Moodle drop box, due date listed on Moodle.

IF YOU WERE THE BOSS

1. A fellow supervisor always wants to argue about an issue before arriving at a decision. Knowing this is typical of this person’s behavior, how should you handle your next confrontation?

I would take the time to go over the situation before discussing any solutions. Both parties need a full understanding of what’s happening before a proper solution can be agreed on.

1. One of your employees tells you that another employee has been harassing him or her. What should you do?

Follow the guidelines/policies made by HR. Talk to both employees separately in one-on-one meetings. See if I can get a good feel for what’s happening.