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

IF YOU WERE THE BOSS

1. Why would it be important to encourage training and development sessions within your department?

*So that people can continue to grow and develop their skills. People are more likely to stay at a company if they feel like they are advancing professionally.*

1. You hear through the grapevine that one of your best employees is looking for another job. What should you do?

*Have a meeting with them and find out if there is anything they are unhappy about. See if there is room in the budget for a raise.*

1. Management has told you that you must lay off four of your employees. How do you determine who to layoff and how best to tell them? How do you defend your decision?

*I lay off the staff which I need the least. If someone has some vital information or contacts I keep them. I will try to do what’s best for the organization.*