

COMMON LEADERSHIP AND MANAGEMENT MISTAKES

CLASS INTRODUCTION

In turn introduce yourself using the following information:

- ✓ Name
- ✓ Age
- ✓ Job
- ✓ Address
- ✓ Hobby

Class Rules

1. Use English only
2. Practice speaking on a topic under the guidance of the teacher
3. Don't do personal things in the class



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Technical support



Use headphones



No speaker

1. **Vocabulary game:** In 30 seconds, list as many words related to the topic “**Leadership**” as possible. Who gets the most correct words will be the winner. Your words must be different from others’.



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2. In your opinion, what is the most difficult thing a manager or an executive has to face? How should they deal with it?

3. What are the duties of a manager in the workplace? If you were a manager one day, what would you do first?



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4. Role-play

A: You are the manager's assistant. Your manager is late for work every day. It's the reason why many employees in your department do not get to work on time. Talk with your manager about it.

B: You are the manager. Talk with him/her.



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A cup of coffee, a watch, and a notebook in the background.

Wrap-up

- Topic: **Common leadership and management mistakes**
- Have some talks about leadership and management mistakes
- **Please don't forget to rate our lesson today**
- Finish your homework [here \(It doesn't apply to all students\)](#)