# **Work and Work Force Management Activity Workbook**

# **Part 1:**

## **Write a JD of a Lead Angular Developer**

*The Three-Tier Approach*

* In this approach you specify, as mentioned previously, what the person will need to do. This is tier one: the technical skills and knowledge required.
* Then you add a behavior-based tier to the descrip tion. This tier describes the way the person will need to act or behave while performing the job duties. For example, the behaviors needed in tier two might include having good follow-through, being innovative and creative, or showing a commitment to quality.
* The third tier is the interpersonal skills tier. Here the requirements for a particular job might be being a good listener, being a team player, or accepting criticism from others.

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| **JD** |

## **Write down your improvement points for the Discussion on**

* *The Appraisal Form*

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* *The Interview*

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* *The Agenda*

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* *The Satisfactory Employee*

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* *Subjectivity Factors*

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* *The Use of Behavioral Comments*

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* *Post Appraisal*

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# **Part 2**

## **Mention some Strategies for Improving Self-Image**

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| **Points** | **Description** |
| **Skittish About Mistakes** |  |
| **Self-Infatuation and Self-Contradiction** |  |
| **Shortcomings and Prejudicial Mind-Sets** |  |
| **Your Objectivity** |  |
| **Decision-Making Modes** |  |

## **Mentions some approaches to manage your time**

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| **Points** | **Description** |
| **Smaller Segments** |  |
| **The List** |  |
| **The Closed Period** |  |
| **The Need for Remembering and Reflecting** |  |
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## **Write down your approach to the below points related to delegation**

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| **Points** | **Description** |
| **What Should Never Be Delegated** |  |
| **Whom to Delegate To** |  |
| **The Delegation Step** |  |
| **Avoid Upward Delegation** |  |
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