

Making the Real Match the Ideal

First Literacy Activity for *Tools for Managing an Effective and Responsive ABE/ESOL Program* workshop

Below are some words workshop participants generated in describing their philosophy of good management and supervision.

This activity asks you to choose five of the descriptors below and generate a list of ways you can improve on putting them into practice. Feel free to do more if you like! Feel free to add other descriptors you might have identified later.

Descriptor	I already...	I can improve by...	Next step
Be open/transparent			
Listen			
Support			

Organize/keep track of			
Motivate			
Acknowledge			
Facilitate			

Build Trust			
Be clear and consistent			
Show compassion			

Manage expectations			
Challenge			
Delegate (I added this in hindsight! Lenore)			