

Requesting Resources



Name: _____

Department: _____

Date: _____

Score: / 2

Relevant topics:

- Need more resources?
- Impressing your manager
- Persuasion skills

More challenges available at:
www.watchandgovideos.co.uk

Requesting Resources

Introduction

Asking for more resources is not easy. How should you approach the conversation with your manager if you are asking for more or something new? The simple answer is, put yourself in their shoes.

Instructions

There are two sections. In the first, read the two scenarios and select the proposals that you think will illicit the most favourable response from your manager. Indicate your answers by ticking the relevant boxes. In the second section, think about the questions your manager might pose in response to your request. Record your ideas in the free text boxes.

Section 1	
<p>There is a focus on Wellbeing at work. You submit a proposal to your manager for a weekly Pilates session to be hosted in the office. Which of the four proposals below is the most convincing?</p> <p><input type="checkbox"/> I've found a Pilates Instructor who is prepared to come in on Wednesday lunchtimes. He charges £60 for a group session. The team really need a break midweek. I think the sessions would boost morale and help support mental wellbeing for the individual team members.</p> <p><input type="checkbox"/> I've read some studies on how better mental health and wellbeing improves productivity. I've negotiated a free-taster session with an instructor, who would charge £60 for a one-hour session on a Wednesday lunchtime.</p> <p><input type="checkbox"/> I've found a Pilates Instructor who is prepared to come in on Wednesday lunchtimes, it's £60 for a one-hour group session. I've talked to the team and they think it's a great idea. What do you think?</p> <p><input type="checkbox"/> Team morale is really low. I even heard Sam saying she was thinking of leaving, she's a key member of the team and we can't afford to lose her. Sam does an evening Pilates course and we talked about how great it would be if we could schedule some exercise during office hours. I've found a Pilates instructor that charges £60 for a group session.</p>	<p>You want to employ a new advertising agency and need to persuade your manager that this is a good idea. Which of the four proposals below is the most convincing?</p> <p><input type="checkbox"/> Our current advertising agency has been underperforming, they are often late with the proofs and made mistakes in last month's promotional material. I've found a new local agency with good reviews and I'd like to invite them to pitch. Are you happy for me to schedule a meeting with them?</p> <p><input type="checkbox"/> I really think it's time for a change. The current advertising agency is churning out the same old materials. I've been recommended a London agency by a friend of mine. They've worked with some big clients. Shall I schedule a meeting?</p> <p><input type="checkbox"/> Our last advertising campaign didn't bring in as much new business as we had predicted. I really think we can do better. I've completed some market research, working with small local agencies and I'd like to present my findings to you. By bringing in a new style of advertising we can increase sales and boost our market share.</p> <p><input type="checkbox"/> With such poor Q3 results I would like to propose a change. We have been with our current advertising agency for 5 years and I think it's time that we looked elsewhere. Would you be happy for me to research some new options?</p>

Section 2	
<p>You suggest enclosing a participant goody bag with your workshop joining instructions. What is your manager likely to ask you in response?</p>	<div style="border: 1px solid black; height: 40px;"></div>
<p>You request sit/stand desks for all of your team to support wellbeing in the workplace. What do you think your manager is thinking?</p>	<div style="border: 1px solid black; height: 40px;"></div>
<p>You propose spending 10% of your budget on branded T-shirts for the team. What is your manager's likely response?</p>	<div style="border: 1px solid black; height: 40px;"></div>

Save as a PDF before reviewing the answers
(or you will lose your responses)

[Check your answers here](#)