Quick Training Tips

Safe Assumptions

Focus: Leadership

Time: 10 minutes

Objectives:

1. Understand how making assumptions is a bad practice

Materials needed:

- Safe Assumptions handout (provided)

Introduction:

Most people realize that making assumptions is unwise and that this practice often leads to trouble. Have you heard the saying: “When you ASSUME, you make an ASS of U and ME.” The reality is that all of us will make assumptions from time to time.

Directions:

1. Distribute the Safe Assumptions handout, or project or post on the wall for viewing.
2. Discuss the assumptions.

Discussion Questions:

1. What assumptions are you most apt to make?
2. What assumption is the most common?
3. Which assumption is the most challenging to manage?
4. What would help you manage making inaccurate assumptions?
5. What should you do when you discover you have made a wrong assumption? What do you usually do?
Safe Assumptions

- The e-mails you send will be seen by more people than those you have sent them to.

- Things said “just between you and me” will be shared.

- In all of your dealings with people, what goes around WILL come around – right back at you.

- Your employees and colleagues cannot read your mind.

- The problems you choose to ignore will usually not go away – and often will get worse.

- “As long as you don’t hear from me, you’ll know you’re doing a good job,” is not that comforting to your employees.

- Treat one employee or colleague unprofessionally, and at least two people will hear about it – your boss and someone in HR.

- How well you do your job now has a direct impact on your ability to get another leadership position in the future.

- Whenever you think “no one will know,” someone always does.

- Whenever you think “no one cares,” someone always does.

- Whenever you think you’re as good as you need to be, YOU AREN’T!