

## ROLE CARDS

<p><b>Sales Manager</b></p> <p><b>11.30am</b> Talk to the Marketing Manager on the phone.</p> <p><b>12.00</b> Have lunch with the Production Controller and the Secretary.</p> <p><b>1.00pm</b> Deliver a presentation to our visiting client.</p> <p><b>2.00pm</b> Give our visiting client a company tour.</p>	<p><b>Personnel Manager</b></p> <p><b>11.30am</b> Have a conference call with the Managing Director and the Accountant.</p> <p><b>12.00</b> Have lunch with the Accountant and the Marketing Manager.</p> <p><b>1.00pm</b> Review some Human Resource policies with the Managing Director.</p> <p><b>2.00pm</b> Do a performance appraisal with the Accountant.</p>
<p><b>Secretary</b></p> <p><b>11.30am</b> Look after the visiting client.</p> <p><b>12.00</b> Have lunch with the Sales Manager and the Production Controller.</p> <p><b>1.00pm</b> Take notes of the presentation.</p> <p><b>2.00pm</b> Accompany the visiting client on the tour.</p>	<p><b>Accountant</b></p> <p><b>11.30am</b> Have a conference call with the Managing Director and the Personnel Manager.</p> <p><b>12.00</b> Have lunch with the Personnel and Marketing Manager.</p> <p><b>1.00pm</b> Review figures with the Marketing Manager.</p> <p><b>2.00pm</b> Have my performance appraisal with the Personnel Manager.</p>

<p><b>Production Controller</b></p> <p><b>11.30am</b> Wait to speak to the Sales Manager in his office.</p> <p><b>12.00</b> Have lunch with the Sales Manager and the Secretary.</p> <p><b>1.00pm</b> Check stock levels and reorder quantities with the Accountant.</p> <p><b>2.00pm</b> Show the visiting client around the warehouse with the Sales Manager.</p>	<p><b>Marketing Manager</b></p> <p><b>11.30am</b> Talk to the Sales Manager on the phone.</p> <p><b>12.00</b> Have lunch with Accountant and the Personnel Manager.</p> <p><b>1.00pm</b> Review figures with the Accountant.</p> <p><b>2.00pm</b> Interview a new marketing assistant with the Managing Director.</p>
<p><b>Visiting Client</b></p> <p><b>11.30am</b> Visit new supplier and talk to the secretary.</p> <p><b>12.00</b> Have lunch with the Managing Director.</p> <p><b>1.00pm</b> Listen to a presentation.</p> <p><b>2.00pm</b> Have a tour of the company.</p>	<p><b>Managing Director</b></p> <p><b>11.30am</b> Have a conference call with the Personnel Manager and the Accountant.</p> <p><b>12.00</b> Have lunch with the visiting client.</p> <p><b>1.00pm</b> Review Human Resource policies with the Personnel Manager.</p> <p><b>2.00pm</b> Interview a new employee with the Marketing Manager.</p>

## SUMMARY

What were you doing at 11.30am yesterday?

	11.30am	12.00	1.00pm	2.00pm
<b>Sales Manager</b>				
<b>Personnel Manager</b>				
<b>Secretary</b>				
<b>Accountant</b>				
<b>Production Controller</b>				
<b>Marketing Manager</b>				
<b>Visiting Client</b>				
<b>Managing Director</b>				