

MONKEY BUSINESS

I. DEFINITION OF TERMS

- A. What is management?
- B. Chain of command
- C. Monkey
- D. Monkey feeding

II. PROBLEM AREAS WITH MONKEYS

- A. Monkeys climb up
- B. Monkeys are abandoned
- C. Monkeys need someone to take care of them

III. OBJECTIVES

- A. The leaders need to learn to assist the team in accepting monkeys
- B. The leaders have to assist the team in feeding these monkeys
- C. The leader needs to master the art of self-management, and teach it to their course coaches

IV. LIST YOUR RESPONSIBILITIES

- A. Responsibilities Cause Confusion
 - 1. *You need to have the responsibilities defined*
 - 2. *Organization*
 - 3. *Planning*
- B. Job Description
 - 1. *Definition*
 - 2. *He needs to organize and interrelate his activities with other people, in sequence*
 - 3. *Plan your responsibilities into your time schedule*

V. ESTABLISH PRIORITIES

- A. You Need To Exercise Self Discipline.
- B. Determine the Expediency of Each Monkey

VI. DELEGATE WHERE APPROPRIATE

- A. Selection
- B. Pile It On
- C. People want Authority = Responsibility
- D. People Can Achieve More Authority
- E. Individual Test of the Principle
 - 1. *Select a team member*
 - 2. *Give him a monkey to feed*
 - 3. *Challenge him with why*
 - 4. *Tell exactly how and when to do it*
 - 5. *Ask questions and let him ask questions*
 - 6. *Praise him*

F. How to Conduct a Staff Meeting

1. *Use a chalk board or a poster board or an overhead projector*
2. *List the objectives*
3. *Assign these monkeys*
4. *Write them down*
5. *Interrelate these responsibilities, these objectives*
6. *Ask questions*
7. *Give a return schedule*
8. *Praise achievement*

VII. HELP YOUR TEAM FEED THEIR MONKEYS

- A. Measure the Capability of Each Team Member
- B. Do Not Feed a Subordinate's Monkey
- C. Use Every Assignment as Training
- D. When You Do, You Both Profit!
- E. Do It Through His Hands

VIII. DISCOVER THEIR STRENGTHS

IX. WORK TO DEVELOP THEM

- A. Attempt to determine maximum capabilities
- B. God gives monkeys for a reason

X. DO IT NOW, WHERE YOU ARE

- A. A Greater Field Of Service
- B. What Causes Discouragement?
 1. *Idealistic teenagers*
 2. *Roaring twenties*
 3. *The enlightened thirties*
 4. *The experienced forties*
 5. *The Coasting fifties*
 6. *Declining sixties*
- C. You Control Your Attitude
- D. Build a New Attitude
- E. Increase your Ability