

Graphic Organiser

Thinking Processes – Questioning / Methodology of Inquiry

REASONING, PROCESSING AND INQUIRY

CREATIVITY

REFLECTION, EVALUATION AND METACOGNITION



QUESTION MATRIX



How Does It Work?

This tool will help you to generate both **closed** questions (one or two word answers linked to the knowledge, information type of thinking) and **open** questions (detailed answers that are linked to the higher levels of thinking of analysis, synthesis, and evaluation).

KEY ELEMENTS TO THINK ABOUT

- Try to develop a question for each cell. This will ensure that you consider the topic from a greater range of directions.
- You can then choose those questions that are most likely to provide the depth of response you are seeking.

TASK

Considering the 5 identified management styles; autocratic, persuasive, consultative, participative and laissez-faire, design a questionnaire that, when answered by an exponent of each style of management, would clearly identify the differences in the workplace environment and culture under that particular style. Use the question matrix to help you develop a comprehensive range of questions from which to choose.

Management Style Questions		Event	Situation	Choice	Person	Reason	Means
		<i>What</i>	<i>Where/ When</i>	<i>Which</i>	<i>Who</i>	<i>Why</i>	<i>How</i>
Present	<i>is/ are/ do/ does?</i>	What is the most important element of your job?	Where does the manager sit/work from?	Which person in your organisation is most important to you?	Who does the facilitation of staff meetings?	Why are staff meetings important?	How does a staff member have input to the running of the organisation?
Past	<i>was/ do/ did?</i>	What was the most recent major decision made in your business?	When did you last have a staff meeting?	Which member of staff do you discuss your daily job with the most?	Who did you work with in order to make that major decision?	Why did you have the staff meeting?	How did you decide who to hire?
Possibility	<i>can/ could/ should ?</i>	What can your employees expect from you?	Where can a staff member go to air grievances?	Which parts of your job could be managed by other people in your organisation?	Who could help you make management decisions?	Why should a staff member expect obvious recognition?	How can a person get promoted within your organisation?
Probability	<i>would ?</i>	What would you like to change about your job?	When would you talk to the lowest level of your staff?	Which of your responsibilities would you consider least important?	Who would assess the performance of your staff?	Why would a staff member come to talk with you?	How would you define your style of management?
Prediction	<i>will?</i>	What will you offer your staff to gain their loyalty?	When will you next meet with all of your staff?	Which elements of your job will involve interaction with staff?	Who will assess your performance as the manager?	Why will you next meet with all of your staff?	How will your eventual successor be chosen?
Probability	<i>might?</i>	What might your staff say about you?	Where might you go to next, professionally?	Which element of your job might better be managed lower down the organisation?	Who might you meet with when making the next major business decision?	Why might an employer feel satisfied in their job here?	How might you change your position if you could?