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Mary's Guide to Supervising

1. Verb - Present Ends In Ing _____
2. Noun _____
3. Noun _____
4. Noun _____

Mary's Guide to Supervising

As a supervisor, you not only have the job of _____Verb - Present ends in ING_____ your employees' job performance, you must also control your work _____Noun_____, manage _____Noun_____ and deliver consequences for poor _____Noun_____. Supervisors generally have the urge to micromanage employees, but this is not a strategy that brings out the best in them. To be a good supervisor, it is important to give your employees the freedom to take initiative, be creative and work hard as you support their efforts in a stern, yet encouraging way.

Instructions

1. Set performance expectations. Verify that your employees clearly understand what the company expects from them by setting up meetings to discuss their job descriptions thoroughly. Allow employees to ask questions to ensure that they fully understand what the job entails. Evaluate their competency by checking their job performance regularly.

2. Provide helpful feedback. Inform your employees of any mistakes that they've made and give them the opportunity to correct and learn from them. Spend time working with your employees and give them feedback on their performance. Allow employees to freely ask questions that will help them to improve their job performance.

3. Acknowledge and reward employees for putting forth a good effort. Hand out "Employee of the Month" certificates, awards or trophies to recognize individuals who perform exceptionally. Ask upper management about

providing lunch to your department when they meet quotas early or complete huge, complex projects.

4. Be positive. Avoid being tyrannical and display a positive attitude on most days. Thank your employees for their hard work, inquire about family members who are ill, ask them about their holidays and be considerate of their time when urgent situations arise.

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