

WHEN GIVING INSTRUCTIONS



Major Pitfall To Avoid

- If they misunderstand and go off to do wrong work, it will waste hours or days
- At the end of the interaction and at various stopping points, ask if they understand
- At the end of the interaction, ask the employee to rephrase the instructions in their own words



Ask New Employees For Updates

- You can trust employees who have worked for you for a while to go longer without updates
- But for new employees, check in on their progress more frequently
- Assign a few other people on the team to mentor them so you are not the only one getting updates

