Micro Manage will rapidly hurt rapport and team culture

You are not competent…

I need to watch you…

You job is to focus on the outcome more than the process .

You focus on the what strive then to focus on how, you can make this happens to follow this three steps

1. Clarify instructions and expectations up front

The assign task from beginning the less from micromanagement

Be sure to ask the questions they clearly understand the question

1. Make a deal to check in

How long you will wait before give in to desire to check in the employee progress .(60% and 70% time pass to check in)

1. Change the nature of your check-ins

“Let me see the work ..” “is it done yet?...” instead of(are you good ,are you on track, is anything I can help with it)

You want to over control situations even you know expertise is very useful to employee ,it turn out give them a little more space and antony make them competent and confident which increase the quality of they work.

**Managing**

1. Learn their communication preferences,

**Maybe they love email or phone talk**

pay a attention to know them and use them, the more communicate and

manner with their nature preference, the better they will hear and process everything you trying to say.

1. Be very clear about their expectations for you performance

Don’t assure you in the same page, have need conversation to assure you both agreement about exactly what they expected, make that dialog ongoing ,

1. Understand your boss’s goal.
2. Perform above average,
3. Be your best advocate

Generally work on you long term goal

**Generations**

Veterans()

Boomers()

X-ers()

Millennials

1. Demand dialogue
2. Create coaches at each level
3. Consider shared goals
4. Be flexible

**Burn out**

**“I have no control”**

**“my work isn’t recognized”**

**“I have so much to do ” “I am exhausted”**

**Use this tips ensure you employee remain challenge but free from burn out**

1. Start talking(ask you team feeling what they say and what they react don assure they are ok or the follow part know the answer by having generally conversation regularly
2. Consider way to slow down(what projects or goals can be put on hold)
3. Be sure to provide support and resources (help you and you team stay connected ,use quick hellos voicemail an emails to share good news and keep the people in the loop)
4. Say thank you

In the terms of resources ,Ask yourself if you can find way to make them laungh or become more effcicent

You job is to lead the team and push everyone to new hights, you have to do it and without unnessary burnout

Following the tips and give the team boast need

**Leaning**

**Say “no”**

**When the request is not an emergency.**

**When you’re focused and making progress**

**Of course I will help you but not this time**

**Poor**

1. Pattern or one-time event?
2. How important is the performance?

Talk in private

Be positive

Be clear

1. Lack of ability or lack of motivation?

Solution, clarify consequences

Lack of ability(training or Coaching)

Lack of motivation(interpersonal support)

**Delievering**

1. Give helpful feedback

Only time boss is only offer what cause standard feedback

This feedback in only tell someone that did not meet next

Step expectation

(how they can perform differently and better)

1. Give specific feedback

Specificity,avoid fake statement or newwindow or anything

Create more guilty

Don’t tell someone you are unproductive in the meeting

Or they a little distraction in the meeting(only communication

and be specific,Bob today meeting you are interrupt people

more than 10 times, I am bet you are not even aware it,let

‘s talk about it ,ok)

1. Give positive feedback

Frame things positely as opptunitys not simple negative

evalutions ,you are not chest eyes someone, but generally

Help them.

1. Give feedback in a timely manner

**Culting**

**Hiring externally Vs Hiring internally**

1. Identify top talent

**You should focus on the leadership skill not technique skill**

**Good communication**

**Motivators**

**Make a good decisions**

**Handle conflict**

1. Collaborate and plan with future leaders

Diversification

Expanding the breadth of functional and technical tasks

Level of responsibility

Accelerate their level of authority

Prioritize retention of future leaders

**Networking**

1. Volunteer for service committees
2. Create a “brown bag” group
3. Find new lunch partners
4. Start a book club
5. Be a connector

**Politics**

Politic is not work is a game, it can be play be dirt just like other game, but it not inherited bad, in fact the reality is just opposite,organization

politics is normal logical and useful

if you try to stay out politics of you work, you career will suffer

1. Don’t avoid politics

To a specific leader The goal is not avoid politics at the offcie, the goal Is to understand how to engage the politics process basicly and

effectively

1. Ge the pulse

(chat with people in the cafeteria and hall)

1. Pick your battles

You can not win every argument, you can not have team support every last one position when making decisions, I want you know

You reputation as investment, you have smart where you spend you money, you can not put all eggs in one basket

1. Help others be successful

Find ways to Help others achieve the wins when they are chasing

(help other is just thing to do)

(support other increase the odd they will support you late)

**Retaining**

**Keep the to top talent**

**Study the case of failure**

**The pature highly valued employee to caused of tension or decease**

**In a high quality dialog**

1. Keep the communication open

**Enaging**

**1/4 of high potential employees are job searching**

**Create challenging assignments and responsibilities**

**Give recognition**

**Unstuck**

**Don’t make assumptions**