



Become a Successful Supervisor: Develop Essential People Skills (Series: Viva-Crisp Fifty-Minute)

By Doug Watsabaugh, Rick Conlow

Viva Books, 2011. Softcover. Book Condition: New. First edition. Becoming a supervisor for the first time usually comes with mixed emotions and a lot of questions. Will you be able to help others in ways no one did for you? Can you manage people effectively when they used to be your peers? Where do you start? Get the answers to all your questions and learn to be an effective and confident leader. Become a Successful Supervisor demonstrates key strategies you can start using today to create a positive, powerful, motivating environment for your employees. You'll learn how to: ? Successfully transition to the role of supervisor ? Become a more proactive communicator ? Develop coaching skills to increase employee satisfaction and productivity ? Acquire the necessary skills to deal with organizational change Contents: Part 1: Transitioning to Supervision ? The Opportunity ? Your Role Changes Now ? How You Use Your Time ? Transition Speed Bumps ? So, Now What? ? Working Successfully with People ? Part 2: High-Performance Management ? Performance Management ? How to Establish Clear Expectations ? Giving Positive Feedback ? Handling Performance Problems ? Supervising with Flexibility ? Performance Assessment ? Strategies for Managing Performance ?...



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