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Bittel's "What every supervisor should know" was probably written as a textbook, and I think it can be used as part of a supervisory training program. The book is a collection of topics derived from fundamentals of management, organizational behavior and human resources management textbooks routinely used in business classes.

What Every Supervisor Should Know: Lester R. Bittel, John ...

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Five Things Every First-Time Supervisor Should Know: Your relationships with co-workers will change. This is especially true if you were promoted from within the team you're now supervising. You should be friendly, but you can't be everyone's buddy. You'll have to critique people's performance.

Five Things Every First-Time Supervisor Should Know ...

Micromanagers need to be involved in every meeting and CCed on every email. Effective managers keep their cards face up at all times. They share information openly and transparently.

Ten Things New Managers Need To Know - Forbes

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A basic text for first-level supervisors in industry, this nuts-and-bolts approach to becoming a good supervisor covers the world of work, supervisory techniques, and problem-solving methods in a ...

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What Every Supervisor Should Know Employer Obligation. Employers must pay employees in a timely fashion, and it is up to you as a supervisor to ensure... Best Practices. Written documentation for time worked, leave requested, and leave taken should be documented in writing... Leave Reporting. Leave ...

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Determine the duties and responsibilities
of each position • Write the position
description • Add, remove, or ...

**Position Descriptions: What Every
Supervisor Should Know**

o Supervisors should not permit grade of
job or length of service to affect the
appraisal. o Supervisors should not let
their personal feeling bias their
appraisal, nor should they rate

**What Every Supervisor Should Know
About Performance ...**

10 Things Your Company's Managers

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Planning: The ability to effectively plan projects is important for any manager. This requires sharing the vision with others, getting them on board, creating plans to implement the vision, and ensuring timelines are met and budgets are managed.

10 Things Every Manager Should Know - Project Smart

To help you excel as a first-time manager or an experienced supervisor, Managing People at Work has teamed up with workplace guru and syndicated columnist Marie McIntyre to help you make the transition from co-worker to supervisor. Introducing The 6 Secrets Every Supervisor Needs to Know.

The 6 Secrets Every Supervisor Needs to Know

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Some of these qualities include optimism, self-motivation, compassion, organizational skills, and trustworthiness. An efficient leader must set a positive example to inspire

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Strong leaders have a clear vision of project goals and know how to delegate effectively.

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As a manager, you should set clear goals for your team, document your plan of action, and monitor progress. You also need to effectively communicate the purpose and benefits of your vision, so your team will buy in and do whatever they can to achieve your goals.

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