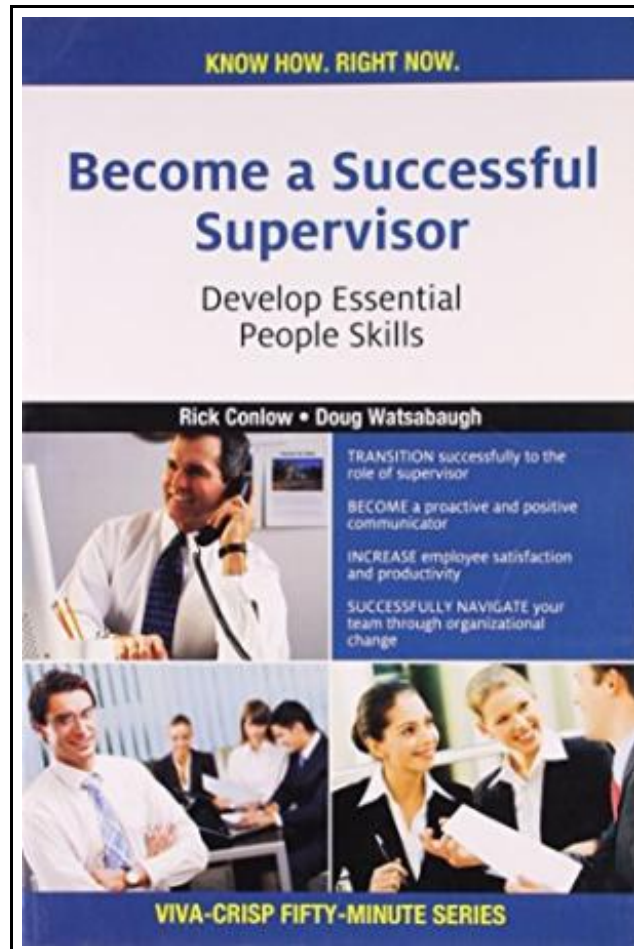


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Reviews

This book is so gripping and fascinating. Of course, it is actually perform, still an interesting and amazing literature. You will not feel monotony at anytime of your respective time (that's what catalogs are for about in the event you request me).

(Prof. Ophelia Wiegand I)

BECOME A SUCCESSFUL SUPERVISOR: DEVELOP ESSENTIAL PEOPLE SKILLS (SERIES: VIVA-CRISP FIFTY-MINUTE)



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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 ? Part 3: Communicating with others Proactively ? Building Interdependent Relationships ? Communicating One-on-One with Employees ? Communicating with a Team ? Use a Team Approach ? Communicating with Others ? Communicating with Your Manager ? Part 4: Coaching for Excellence ? The Changing Playing Field ? Coaching Behaviors in Supervisors ? The Coaching Process ? Strategies for Effective Coaching ? Part 5: Dealing Positively with Change ? A New Paradigm ? Organizational Change ? The Impact of Change ? Communicating Change Effectively ? Change Management Skills ? Brainstorming Change Ideas ? Problem-Solving Techniques ? Appendix: Action Plan: Keep Excelling Printed...

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