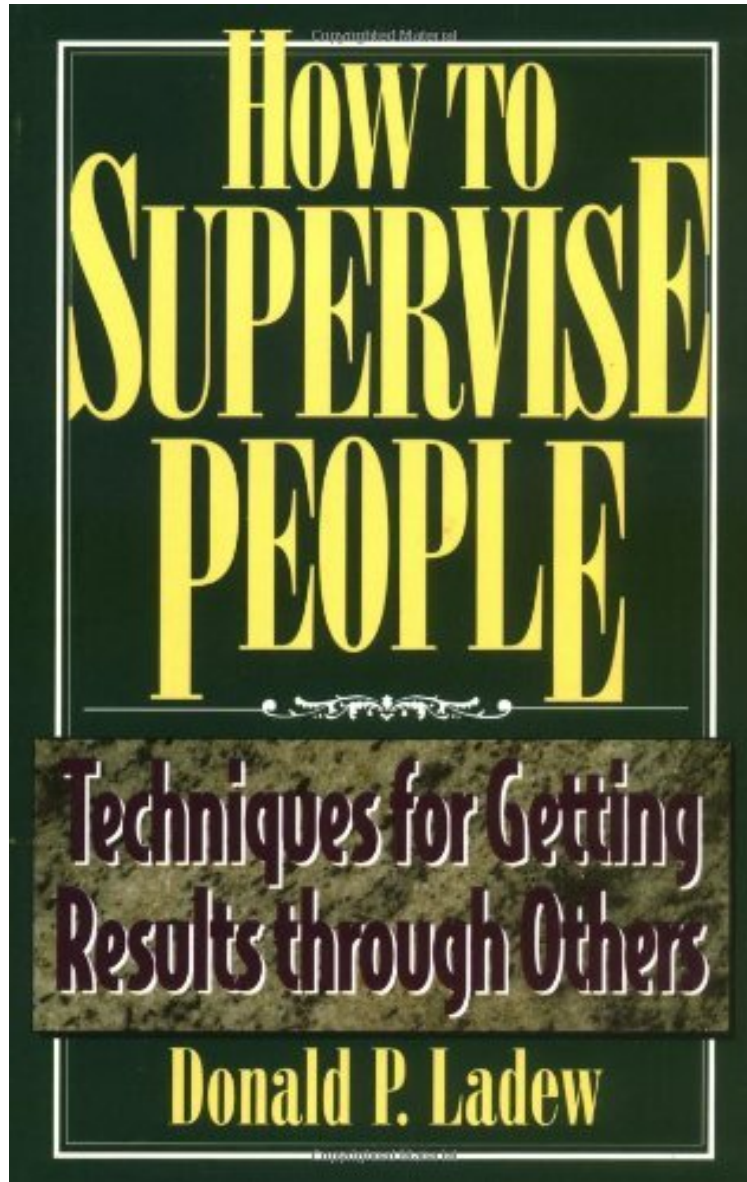


[Free read ebook] How to Supervise People

How to Supervise People

Donald P. Ladew

*audiobook / *ebooks / Download PDF / ePub / DOC*



DOWNLOAD



READ ONLINE

#2028601 in eBooks 2000-01-01 2000-01-01File Name: B001CD69E0 | File size: 71.Mb

Donald P. Ladew : How to Supervise People before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Supervise People:

0 of 0 people found the following review helpful. Five StarsBy Stephen R. Rolandigreat0 of 0 people found the following review helpful. Excelente Libro para Supervisores o nuevos Jefes de AreaBy Jose Claros PachasEl libro ensena tecnicas muy utiles para el manejo del personal, comunicacion en todos los niveles dentro de la organizacion y como conseguir los objetivos de la organizacon entre otros.10 of 10 people found the following review helpful. The

sixty-minute SupervisorBy ealovittThe edition of this book that I read is part of the 'Sixty -Minute Training Series' published by the National Press Publications, a division of the Rockhurst College Continuing Education Center, Inc. It's the type of book that is handed out at two-day training seminars for new supervisors, i.e. heavy on bulleted lists and self-assessment quizzes, and somewhat light on content. What does it mean to be a supervisor at a large to medium-size corporation, trapped as we are between the rock of upper management and the hard place inhabited by the people we are supposed to supervise? For one thing, it means we don't get much respect. Here is a direct quotation from the feedback section of my company's March newsletter: "I see little contribution to our company's success when it comes to any employee in a supervisory/area leader role!" Supervisors also don't get very much training (my company is a refreshing exception to this rule-although I'm not sure it helped in my case). Many of us come up through the technical ranks without a clue as to how to manage people instead of computers or warehouse stock or company finances. Therefore books like "How to Supervise People" can play an important role. This particular book, written by Donald P. Ladew, has valuable (although terse) guidelines in areas such as demonstrating leadership, handling people, team-building, and communication. At the beginning of each chapter, the author tells us what we're going to learn. Then the bullets and summaries come flying at us. We are given a brief pause to write up a plan, or reflect on the qualities of a supervisor we admire, or take a self-assessment quiz. The chapter then ends with yet another summary of what we should have learned. Biff. Bam. Boom. The End---an example of what the back cover calls an 'interactive format'. I think books like "How to Supervise People" are particularly valuable for a quick review when I'm trying to solve a stressful, possibly long-term problem. It gives me a chance to organize my thoughts, come up with a plan to achieve a positive outcome (instead of giving in to my natural tendency to strangle the person who is causing the problem), and reflect on what I'm really trying to accomplish. Here is a list of the basic qualities that this book feels a supervisor should possess. I think it's a good one: "1. Be an advocate for the people who report to you. 2. Be fair without playing favorites or being a 'pal.' 3. Create an environment where work can be accomplished. 4. Provide stability during times of change. 5. You must have courage." Maybe I should post the above list on the wall of my cubicle, for those times when someone else claims that we supervisors make "little contribution"!

Effective leadership is within your reach. Have you ever wondered how great a manager you would be if only your employees would cooperate? There is perhaps nothing more challenging than trying to achieve your goals through others. You have to be a manager, psychologist, and cheerleader all in one.