

# EFFECTIVE SUPERVISORY MANAGEMENT

## *Enhance the effectiveness of your supervisors*

- Learn the art of delegation and giving orders
- Get more done through time management
- Exercise authority effectively
- Handle and prevent problems with people
- Train and motivate people to a higher level of productivity
- Develop the potential of employees

### *ONE: Successful Managers and Leaders are Made - Not Born*

Building on the Base of Success  
The Slight Edge  
The Purpose of Leadership Development  
The Definition of Success

### *FIVE: Decision Making and Problem Solving*

The Responsibility of Leadership  
The Manager as Decision Maker  
The Problem Solver  
Taking Risks  
The Art of Giving Instructions

### *TWO: Exercising Authority Effectively*

The Source of Authority  
A Positive Approach to Discipline  
Planning, Preparing, and Preventing  
Accountability  
Taking Corrective Action  
Handling More Serious Problems

### *SIX: Motivating People to Produce*

Understanding Motivation  
Traditional Methods of Motivation  
Attitude Motivation  
Using the Power of Informal Groups  
Developing a Motivation Plan

### *THREE: Improving Results Through Better Time Management*

The Value of Time  
Managing Your Time  
Managing the Time of Others  
Maximizing Time Use  
The Benefits of Time Management

### *SEVEN: Handling and Preventing Problems with People*

Opportunity in Every Difficulty  
An Ounce of Prevention  
Attitudes for Problem Prevention  
Separating Organizational and Personal Problems  
Productive Handling of Problems Involving People  
Dealing with Irrational Behavior

### *FOUR: The Art of Delegation*

What Is Effective Delegation?  
Attitudes for Delegation  
Levels of Delegation  
Feedback on Performance  
Upward Delegation

### *EIGHT: Developing the Potential of People and Training Them*

The Key to Increased Productivity  
Training and Developing the Right People  
The Benefits of Training and Developing People  
Principles of Learning  
The Development and Training Process  
Your Attitude Toward Training and Development  
The Manager and the Bottom Line