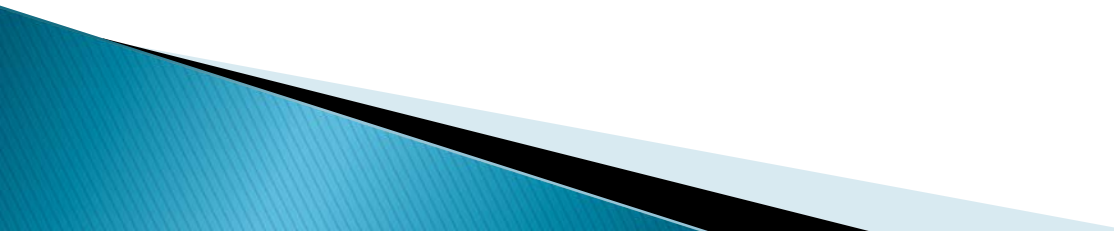


Maximizing Employee Relations

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Use of self


- ▶ Examine your own prejudices.
 - ▶ Do not discriminate.
 - ▶ Treat subordinates fairly.
- 

Use of self


▶ Respect yourself.

- Do not get overly 'chummy' with your subordinates.
- Do not engage in activities which incur disrespect for your position.


Use of self

- ▶ Set a good example.
 - Be on time.
 - Do not shout, use profanity, or exhibit outbursts of anger
 - Demonstrate emotional maturity.
- 

Getting a Good Start

- ▶ Hire well.
 - ▶ Provide adequate training.
 - ▶ Communicate clearly.
- 

Communicate clearly

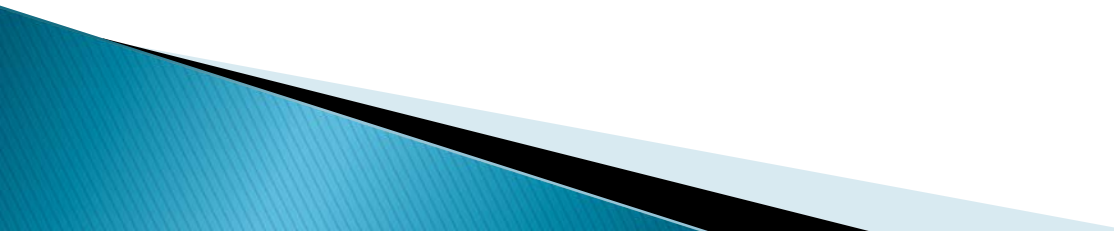
- ▶ Instructions should be at the level of understanding of the employee.
 - ▶ Use short sentences and familiar words.
- 

A feathered vertebrate enclosed in the grasping organ has an estimated worth that is higher than a duo encapsulated in the branched shrub.

A bird in the hand is worth two in the bush.

It is sufficiently more
tolerable to bestow upon
than to come into
possession.

*It is better to give than to
receive.*



The medium of exchange is
the origin or source of the
whole amount of sorrow,
distress, and calamity.

*Money is the root of all
evil.*

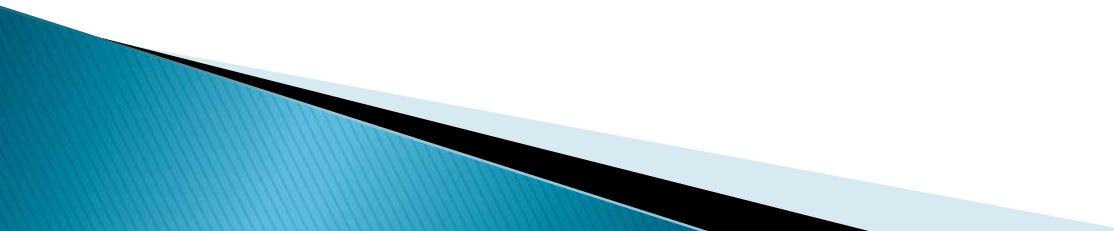


A monetary unit equal to $1/100$ of a pound that is stored aside is a monetary unit equal to $1/100$ of a pound that is brought in by way of returns.

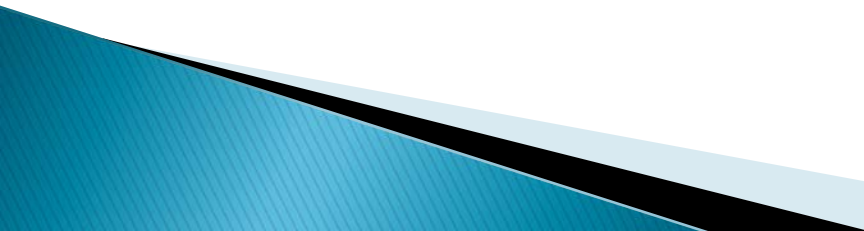
A penny saved is a penny earned.



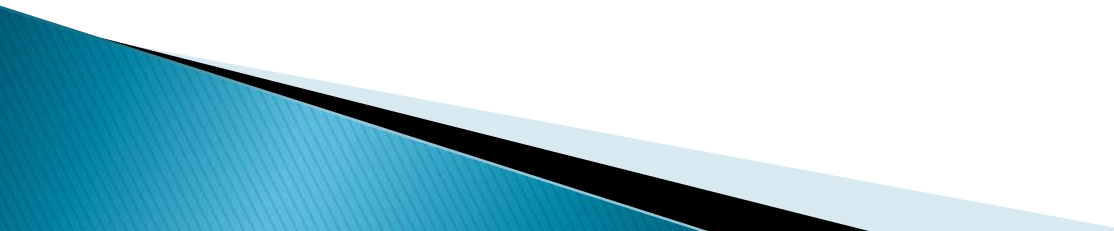
Communicate clearly

- ▶ Inquire if the employee has any questions.
 - ▶ Do not lose your temper over misunderstandings of instructions; all misunderstandings are the fault of the supervisor for either not being clear or for overestimating the level of employee comprehension.
- 

Communicate clearly

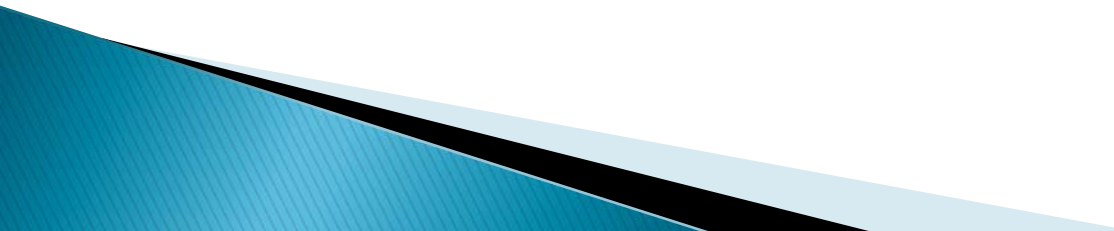
- ▶ Check for compliance with instructions. Do not allow employees to “practice their mistake”.
 - ▶ Be sure to stress safety and health requirements and the underlying reasons for these requirements.
- 

Supervisory Skills

- ▶ Ineffective traits of supervisors.
 - ▶ Effective traits of supervisors.
- 

Motivating Your Employees

There are 22 ways to accomplish this goal.



Motivating Your Employees

Learn names.

Take an interest.

Learn other people's interests.

Be an example.

Point out others' strengths.

Find hidden talents.



Motivating Your Employees

Encourage creativity.

Seek opinions.

Be flexible.

Distribute boring tasks.

Support personal/career goals.

Be generous with sincere praise.



Motivating Your Employees

Recognize the value in socialization.

Give attention.

Keep your staff informed.

Respect others.

Provide opportunities.



Motivating Your Employees

Recognize the importance of peers.

Provide rewards.

Provide training.

Earn trust.

Light a fire.



The Golden Rule

- ▶ He who has the gold rules.

OR


- ▶ Treat others as you would yourself.
- 

Monitoring Your Own Performance

Do you know what all of your subordinates are doing most of the time?

Do all of your subordinates have more than a full workload each day?

Are you doing some chores that should more properly be done by your subordinates?



Monitoring Your Own Performance

Are you fully helpful to subordinates so that they may increase their productivity and efficiency?

Are your instructions very clear so that there is a minimum of misunderstandings?

Can you readily accept more responsibility?



Monitoring Your Own Performance

Do you impart an image of having initiative?

Can it be said by others that you seldom lose your temper?

Is your record keeping up-to-date?

Do you complain too much? Are all of the compliments you make valid?

Monitoring Your Own Performance

Do you show appreciation for the hard work or particular accomplishments of a subordinate?

Are you at least familiar with most of the equipment in your department?

Does your supervisor think that you handle authority well?

Are you considered reliable?



Monitoring Your Own Performance

Is your department maintaining good housekeeping?

Do other supervisors ask you for advice?

Are you available for advice?

Are you generally fair to all subordinates?

Do you consider that playing favorites might reduce morale?

Does your department meet target dates?



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