

1. Record Nr.	UNINA9910807803003321
Autore	Moglia Tony
Titolo	Supervising for success : a guide for supervisors // Tony Moglia
Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c1997
ISBN	1-4175-2418-9
Descrizione fisica	1 online resource (84 p.)
Collana	A fifty-minute series book
Disciplina	658.3/02
Soggetti	Supervision of employees
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di contenuto	TITLE -- COPYRIGHT -- ABOUT THE AUTHOR -- CONTENTS -- SECTION I A Role Defined -- THE SUPERVISORY CHALLENGE -- THE RESPONSIBILITIES OF SUPERVISORS -- YOUR ROLE AS SUPERVISOR -- WHAT SUCCESS AS A SUPERVISOR CAN DO FOR YOU -- MAKE YOUR CHOICE NOW -- SEVEN TIPS FOR GREAT SUPERVISORS -- SECTION II The Attitude and Image -- TAKING A POSITIVE APPROACH -- MEASURING YOUR MORALE -- A POSITIVE ATTITUDE BOOSTS PRODUCTIVITY -- WATCH YOUR CAREER SOAR -- STAYING POSITIVE TAKES EFFORT -- TENDING YOUR PERSONAL GROWTH -- GROWING YOUR DREAM TEAM -- ESTABLISHING AUTHORITY -- PRESENT A STRONG IMAGE -- DOWNPLAY YOUR ROLE-POWER -- PLAY YOUR KNOWLEDGE-POWER -- WHAT YOU DON'T SAY SPEAKS LOUDLY, TOO -- ABOVE ALL-BE ORGANIZED -- SECTION III Human Skills and Team Building -- THE BEST AND WORST SUPERVISORS -- SKILLS FOR SUCCESS: TECHNICAL, INTERPERSONAL, AND CONCEPTUAL -- SUPERVISORY SKILLS INVENTORY -- DEVELOP YOUR HUMAN SKILLS -- ESTABLISHING GOOD RELATIONSHIPS -- When Something Goes Wrong -- THE PROBLEM EMPLOYEE -- From Trouble to Teammate: A 10-Item Quiz -- SIX UNFORGIVABLE MISTAKES -- LEADERS BUILD WINNING TEAMS -- GROUPS VERSUS TEAMS -- TEAMS GROW IN STAGES -- STAGE 1: FORMING -- STAGE 2: STORMING -- STAGE 3: NORMING -- STAGE 4: PERFORMING -- STAGE 5: ADJOURNING -- TEAM DEVELOPMENT EXERCISE -- KEEPING THE BOSS HAPPY -- SECTION IV Getting the Work Done -- DELEGATING IS GOOD FOR EVERYBODY -- CASE STUDY #4: The Do-it-yourself Supervisor -- WHAT DELEGATING

CAN DO FOR YOU -- D-E-L-E-G-A-T-E FOR BETTER PERFORMANCE --
DECIDE WHAT TO DELEGATE -- DEVELOP YOUR DECISION-MAKING
SKILLS -- KNOWING WHEN TO HOLD AND WHEN TO FOLD -- CASE
STUDY #5: Pat Can't Decide -- USING A FORMULA FOR DECISION-
MAKING -- FREEING YOURSELF TO LEAD -- DECISION PYRAMID-LEVELS
OF DECISION-MAKING -- FOUR COMPONENTS OF DECISIONS -- SET
DAILY GOALS -- SECTION V Review -- PUTTING IT TOGETHER.
Can You Put All of These Requirements Together? -- ACTION PLAN --
Supervising for Success -- AUTHOR'S COMMENTS ON CASE STUDIES --
CASE STUDY #1 -- CASE STUDY #2 -- CASE STUDY #3 -- CASE STUDY
#4 -- CASE STUDY #5.
