# 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 Instruction

## 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