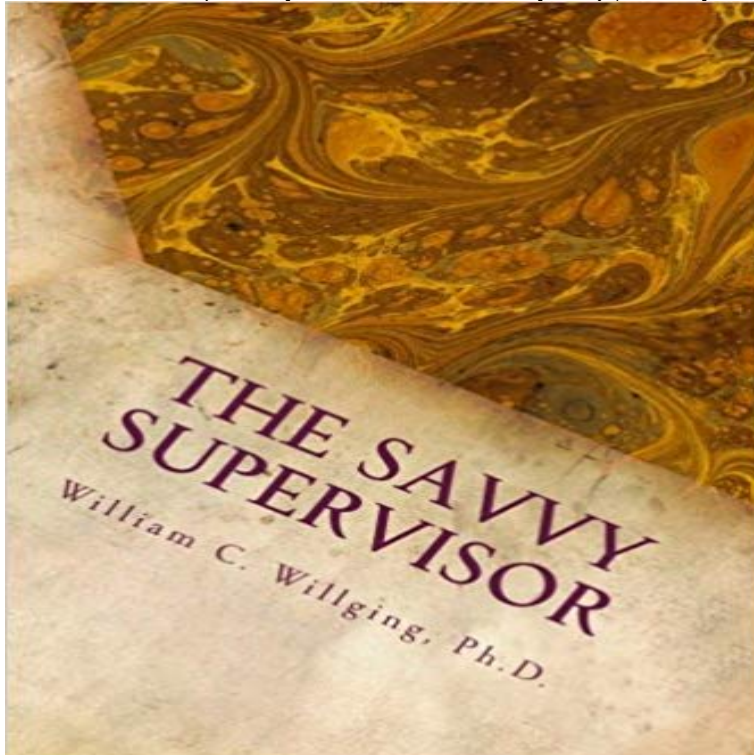


## The Savvy Supervisor: Helping Employees Manage Themselves



The more capable your employees are, the more time you can devote to managing your own work instead of managing theirs. The Savvy Supervisor is the written version of a high-demand, highly-rated supervisor training program the author created and delivered in multiple settings for over 20 years. It is written for any supervisor from the seasoned to the brand new, from the first-level supervisor to the upper-level manager. It explains the basics of employee work behavior and motivation in concrete, easy to understand terms. Practical, on-the-job techniques are presented for increasing employee competencies and helping them become more self-managing. Strategies are shown for developing employees to successfully perform the technical aspects of their jobs, solve their own day-to-day work problems, and make improvements to their own work processes automatically. Here you will learn how to become more of a coach and less of a boss, how to communicate well with employees, and how to turn everyday events into positive learning situations for them. You will discover how to manage a problem performer effectively, as well as how to prevent an employee from becoming one in the first place. No matter how extensive your supervisory experience, this book will show you how to continuously grow your ability to successfully guide the work of others. What you will see here is that supervising people is really common sense it just isn't always common practice.

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