

10 Tips for People Management

BEST PRACTICES FOR UC MERCED MANAGERS AND SUPERVISORS

1. Understand what management is

You are going to be responsible for the work of others; your success depends on how well your team performs.

2. Know your team

You need to know individual strengths and weaknesses for each team member.

3. Meet with your team members

Regular one-on-one meetings are critical to good management. These meetings have several purposes: providing feedback on job performance, outline goals for next meeting, learn about staff issues, ask for ideas and motivate your team members.

4. Communicate and Communicate!

Your staff will feel much more engaged if you let them know what's happening. Everybody wants to see the "big picture."

~ *Developing People through Empowerment* ~



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- Management Skills Assessment Program
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10 TIPS FOR PEOPLE MANAGEMENT

5. Be visible and available

You must not isolate yourself from the team. If your team members don't see their leader, they'll develop an attitude of anarchy. Even if you're managing remote staff, you need to make sure they "feel" your presence.

6. Document team activities

Your personal performance review will focus largely on your team's performance so make sure you keep a written record of issues and accomplishments. This will be especially important if there are significant issues that arise.

7. Reward performance

This doesn't mean money... although money is nice, it's not a primary motivator for on-the-job performance. Recognition is much more effective.

8. Learn how to coach

There will inevitably be times when you need to correct behavior. Learn to coach properly. If you do it correctly, you will get the results you want. If you do it poorly, things can go horribly wrong.

9. Compliment your team

Little things go a long way. Telling someone they're doing a good job really does make a huge difference! Don't do it so often it becomes meaningless, but do let your staff know they're appreciated.

10. Use the Human Resources Dept.

HR is available to help you and is a great resource to be embraced!

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