



HR Examiner

*Examining practical HR issues business owners
and managers encounter every day*

Employee Life Cycle

September 2008

Sustainable
Training

On-the-job training is how most of us learn how to manage and supervise our employees. To complement this learning strategy, it's also beneficial to train your managers with the spirit of a team learning environment.

The following is a partial list of the training

Employee Life Cycle Model of Supervision

A few months ago I wrote an article for the Minnesota Society of CPAs on my Employee Life Cycle model of supervising employees, which I thought you'd be interested in reading.

It offers a human resources approach to management and reminds us that supervising each of our employees in the same manner isn't necessarily the most effective management style.

Our employees are in different stages of performance and development depending on a variety of factors, including experience, background, work assignments, skill level, etc. As such each employee requires a customized style of supervision for our supervisor-employee partnership to be effective.

I have attached a pdf of this article for you to read. [Click Here.](#)



programs I offer. Feel free to call me to learn more about how training customized to your supervisors' needs can benefit your organization:

- ▶ Managing the Employee Life Cycle
- ▶ From Buddy To Boss
- ▶ Leadership Skills
- ▶ Employment Law
- ▶ Sexual Harassment
- ▶ Communication Skills
- ▶ Giving Performance Feedback
- ▶ Conducting Performance Reviews
- ▶ Interviewing Skills
- ▶ Motivation & Employee Relations
- ▶ Discipline, Documentation and

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IMPLEMENTING THE MODEL

Now you have a sense of how our employees move through to cycle not only at hire, but again and again as we offer them new opportunities to grow. We also can't forget that our employees can be functioning in multiple levels of the life cycle simultaneously. Our awareness of each employee's multi-dimensional needs gives us the opportunity to be more creative in guiding them through the depth of their work experience.

For example, you have an experienced employee who you have just assigned to a new project. This employee may be in the orientation and training phases of the life cycle for the new project. At the same time, this employee could be in the reward or challenge phases for those responsibilities that they have mastered and perform regularly and successfully.

Unfortunately, it's too common where we assume that the employee is in the experienced challenge phase for all parts of their jobs and we forget to give them the guidance they need to succeed in new aspects of their responsibilities. The result could be that (a) the employee asks for assistance, (b) we recognize the need a little late and come to their rescue (with training and guidance) or (c) they don't succeed in the new assignment.

Our task is to learn to proactively recognize each employee's supervision phase and plan to get the stage for employee's needs before problems arise.

Dismissal

▶ Team Building

▶ Professionalism and Ethics

▶ Managing Change

▶ General Management Skills

▶ Orienting and Training Employees

▶ Building Supervisory Relationships

▶ Presentation Skills

▶ Conflict Resolution

▶ Dealing with Difficult Employees

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and plan to set the stage for employees' needs before problems arise.

About Arlene Vernon

Arlene Vernon, PHR, partners with small businesses as their Human Resource Xpert to create their HR systems and solve their HR problems.

If you have gaps in your HR operation, have an employee problem to solve, or want to enhance your managers' skills, call Arlene today. Learn how HRx can save you time and help you avoid costly HR mistakes. HRx, Inc., Eden Prairie, MN 55344, 952-996-0975, www.HRxcellence.com. Arlene@ArleneVernon.com

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