



HRxaminer

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

Supervising Smarter



As I'm beginning to plan my 2018 Supervising Smart series, and have been speaking regularly to other organizations on the topic of supervision, it reinforces the importance of supporting our managers and/or ourselves with solid training.

At the end of each of my training sessions, I ask each attendee to share with the class the lesson they learned that day that they're ready to act upon. While each concept seems so simple on the surface, we all know that making any changes to our supervisory style requires commitment and hard work.

Here are some examples of the many commitments attendees have made:

- Meet more regularly with my employees
- Provide more consistent feedback
- Be a better listener
- Delegate more
- Conduct appraisals on time
- Hold employees more accountable
- Stop avoiding difficult discussions
- Communicate expectations more clearly

Unfortunately, these everyday leadership activities frequently get lost in the hectic-ness of doing our jobs. Proactive supervision may take a back seat for your more pressing job duties and deadlines.

So, what's a manager to do? There's no simple answer. There's no one-size-fits-all supervision. There's only one day at a time – one step at a time.

Make a commitment. Block off time in your schedule for supervision and meet regularly with your employees for feedback, for coaching, for employee development. Get in the habit of completing a supervisory action item every day to help your team move forward, create stronger employees and positively impact your organization's results.

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2018 Topic Survey

Supervising Smart Program Design – Your Input Wanted

Last year my HRxaminer readers selected the 2017 Supervising Smart Series topics by prioritizing a list of possible management training topics in a survey link to Survey Monkey.

I would love your participation once again! Please click on [Arlene's Supervising Smart Topic Survey](#) and let me know what sessions interest you. The top 12 that you select will be my 2018 series!

And of course, if you have ideas for additional topics, feel free to include them in the survey or email me at Arlene@HRxInc.com with your ideas.

Here are some of the 2018 topics I'm considering:

- Managing Change
- Understanding and Implementing HR policies
- Successful Orientation and Onboarding
- Effective Interviews: From Screening to Hire
- Conducting Effective Meetings
- From Buddy to Boss
- Professionalism and Ethics
- Generations in the Workplace
- Employment Law for Managers
- Creativity / Creative Thinking
- Understanding Harassment and Bullying
- Employee Relations Case Studies
- Effective Decision Making
- Relationship Building
- Assertiveness: Finding the Balance
- It's All About Me: Exploring My Leadership Skills
- Collaboration

I look forward to seeing what you select!

Announcement

I've recently introduced a new website. Check it out at www.HRxcellence.com and let me know your thoughts!

About Arlene Vernon

Arlene has provided HR consulting and management training services to over 500 organizations since starting HRx, Inc. in 1992.

If you're seeking a hands-on, practical HRxpert to assist your organization with employee relations, policy development, strategic HR activities or fun/doable management training, call on Arlene – Your HRxpert.

If you're planning a conference, seminar or special event, Arlene specializes in keynotes, seminars and workshops to meet your talent management needs. And if you're seeking a more lively entertaining activity, Arlene's custom songs and musical-inspirational keynote may be perfect for your organization!

HRx, Inc., Eden Prairie, MN 55344, 952.996.0975

www.HRxcellence.com. Arlene@ArleneVernon.com

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