



HRxaminer

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

Are You Supervising Smart?



It's that time of the year when I start planning for next year's Supervising Smart Training. You can contribute to the selection of the 12 training topics by voting on which management topics you'd like to see in the training schedule. Please participate in this two-minute survey on Survey Monkey by selecting the topics most important to you on this [Supervising Smart Survey Link](#). Thank you!

As you look at how well you, your peer supervisors and other leaders within your organization are performing their people management responsibilities, how would you rate their success? How would you rate your own success?

We promote people from employee to supervisor routinely. We assume that they'll smoothly and naturally morph into their new role. Yet when we look at the leaders around us, we can see how we are all challenged in one way or another. We also know that while we have the best of intentions, we're not always supervising and leading as effectively as we'd like.

So, what can we do to help ourselves overcome our leadership challenges and help those around us?

I've posed a few self-reflective questions to help you evaluate whether you're actively growing your supervisory skills.

- Are you truly vested in becoming the best supervisor possible? Are you asking for feedback and acting on that feedback?
 - It's so much easier to keep the status quo with our everyday patterns – even when we know it's important to change. Listen to what your team is requesting of you. Make note of how they're asking you to better serve and lead them. Consciously make the appropriate changes. Changing in small and large ways may not be easy, but it will be better – and both you and your employees will appreciate the benefits of each positive change.
- Are you consistent in how you supervise your employees? Does everyone get relatively equal attention, communication, feedback and responsiveness?
 - Sometimes we're more comfortable with certain employees and less comfortable with others. Or we may rely on certain employees more than others. Study how you interact with each individual team member and determine whether you're consciously or unconsciously favoring employees, treating them differently, or spending more time with the easier employees and less time with the difficult ones. Determine the right balance and ensure that you're supporting each employee equitably.
- Are you taking the time to work on what you really need to accomplish to meet your goals?
 - We can easily get lost in the minutia of our jobs, doing tasks that are mindless and quick to perform but that don't get us closer to our larger goals. We can also get sidetracked with people unnecessarily taking up our time, minor issues that others can resolve, doing other employees' jobs rather than delegating, not holding people accountable to meet their goals, and putting off large goal-related projects because we just don't have the time to focus.
 - This type of situation is common, but it creates our own frustration and job dissatisfaction, even though we're attempting to support the people around us. Suggesting that you prioritize is easy to say but not easy to do. However, it's vital to our success – as leaders and do-ers. Set time aside for your work. Set boundaries on what you do for others that's not your responsibility. Hold your team accountable to do their jobs. Take control of your time by having employees work on and resolve issues that are within the scope of their jobs. Make sure you gift yourself time to work towards your important goals.

Some of us are very conscious of our managerial style, knowing exactly who we want to be in each employee interaction, knowing what culture we want to create and knowing how to take control of our time to make sure we are effective in our work, our leadership and achieving our objectives. Most of us flip-flop a little – solid in our style one moment and lost in the waves of what's going on the next moment. That's normal, but developing ourselves to create a more consistent style will make our jobs much easier.

It takes a conscious effort to critique our work selves from an outside observer perspective. If you were a fly-on-the-wall in your office, what would you tell yourself about your effectiveness? We all have things that what we're doing as managers that are working great and some that are not working as well.

I recommend regularly taking time out of your hectic day to stop and breathe, imagine yourself as that fly looking down, and write down your self-observations.

Then write down a commitment statement for what you will do differently (mini-items and larger items) beginning today to supervise smarter and increase your effectiveness and personal satisfaction in your important leadership role?

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Supervising Smart Series 2018

There are 3 more sessions available for this year. Contact me directly to sign up.

10/23/18: Collaboration

11/27/18: Creativity / Creative Thinking

12/18/18: Professionalism and Ethics

Call [952.996.0975](tel:952.996.0975) [email Arlene](mailto:Arlene@ArleneVernon.com) if you have any questions!

Supervising Smart Series 2019

As with last year, these sessions will be held the 4th Tuesday of each month (except for December which is the 3rd Tuesday) from 10:00 am – 12:00 am at Hamline University's West End campus near the intersection of Highways 100 and 394.

The cost per session will be the same as 2018: \$700 for all 12 sessions (one person or multiple attendees) or \$70 per session.

Please fill out the survey at [Supervising Smart Survey Link](#) so I can include your input in next year's topic selection.

2019 HR MASTERY FOR HR PRO'S

It's time to sign up for the **2019 HR Mastery Group!** That's where I facilitate a small group of HR professionals who meet monthly for one year to discuss key HR topics and grow our HR skills and knowledge.

For one annual fee you receive the following:

- 2-hour monthly meetings, with custom-selected topics based on the group's interests
- Free HRx hotline – Free access to me throughout the year for phone consultations related to any HR question or issue you may encounter
- Email and phone access to your HR Mastery team
- Laughter, support and practical information you can use immediately

If you're interested and want more detailed information, please email me at Arlene@ArleneVernon.com or call me at 952.996.0975.

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 keynotes may be perfect for your organization!

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