



All You Need to Know to Manage Someone

Listen, Listen, Listen

Lead, but don't do it for them.

Lead, but don't tell.

Lead, but don't micromanage.

Lead by example.

Lead by positive reinforcement.

Lead by great communication.

Listen, Listen, Listen

Lead by providing feedback - good or bad.

Set realistic goals and deadlines.

Resist the urge for too many meetings; keep them short and focused.

Share a vision - often.

Resist the urge to give stupid assignments.

Be up beat. Be on time. Give effort. Expect the same.

Listen, Listen, Listen

Expect loyalty, honesty, integrity, and smart hard work, but also appreciate risk-taking and empowerment.

Give rewards, even if just low-cost things.

Read a few books.

Keep the Main Thing the Main Thing™.

Give good documented reviews and LISTEN during them.

ALWAYS be looking for your next employee.

Always help your employee expand responsibility if a keeper

If not a keeper, LOSE them.