

## New Supervisor Survivor Tips

You have just been promoted to a manager's position over a group of long standing employees. Essentially, you are the new guy on the block. You are going to supervise and make decisions for employees that have been working in the same area for years and who possess a great deal of knowledge that is essential to the company.

Your first few weeks are going to be the most important days of your new career role. It is essential that you get off to a good start. Take time to get acquainted with the employees.

- ◆ Start with a group session to introduce yourself. Make sure you make positive points about the group and the company.
- ◆ Express the idea that you and the group will be working together.
- ◆ Take the time to find out each employee's qualifications, background and interests.
- ◆ Meet privately with each employee. Share your background and your expectations of them as their supervisor. Let them know that you believe their part is essential and you appreciate all that they do.
- ◆ Get on a first name basis with every employee. Sometime during the work shift make well mannered verbal contact with each employee.
- ◆ Identify who in the group has the respect and attention of the other group members.
- ◆ Consult with these informal leaders individually regarding group needs. Express confidence in them. Discuss small positive ideas.
- ◆ Make sure you are available for questions and offer suggestions.
- ◆ Be part of the group by working and circulating among them.
- ◆ Give credit to an employee when it is due.

After you have become acquainted with the employees and production process, it is time to start the changes that your company would like to make.

- ◆ Start small and make the most easily acceptable changes first.
- ◆ Slowly and cautiously move to more controversial changes. You may want to lay out a pyramid type plan that starts gradually bit by bit until it achieves the goal of your company in the end.
- ◆ Show respect to your employees. Answer their questions about changes in a timely, positive and even-toned manner.
- ◆ Always remember that each employee offers essential qualities, knowledge and skill, that help you achieve the production goal.