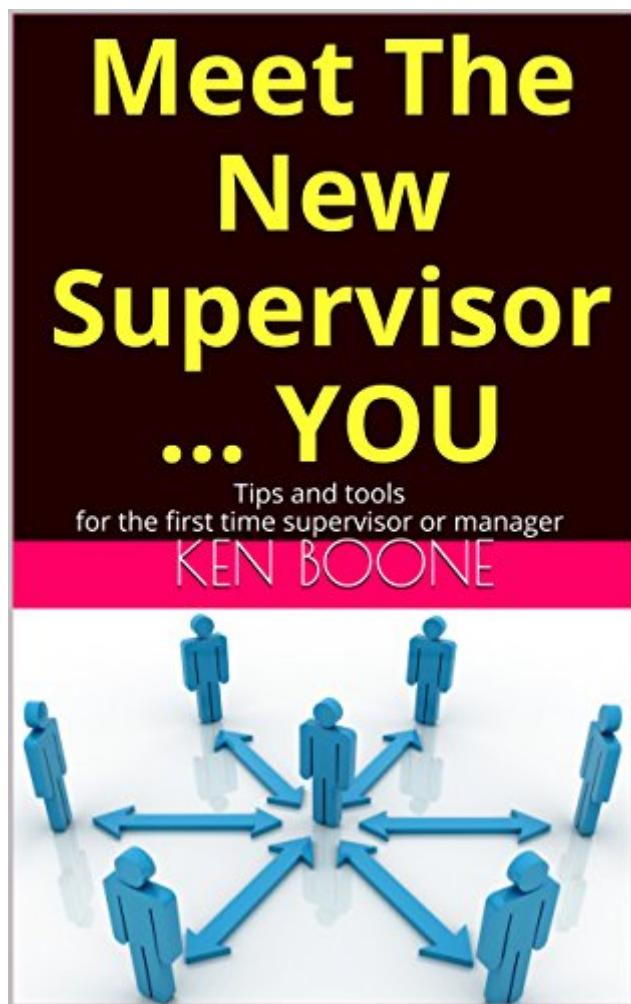


The book was found

# Meet The New Supervisor ... YOU: Tips And Tools For The First Time Supervisor Or Manager



## **Synopsis**

Many times good workers are promoted into their first supervising role but are never given the training needed to succeed in their new position. Just as you needed strong, specific skills when you were a regular worker, you must develop new skills to be a good supervisor. In other words, you have to add new tools to your tool box. That is the purpose of this ebook. You will need to begin working on personal and professional traits to help you accomplish the goals you set as a first time supervisor. These would include leadership, team building, communication, time management, dealing with people, running effective meetings and more. Your new position will be an exciting, challenging, and rewarding opportunity. This book is intended to be the first block in building a foundation for growth in your supervisory career.

## **Book Information**

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## **Customer Reviews**

It does not go deep into details or analysis, but it efficiently puts down a list of Do's and Don'ts for the new manager, all linked to the responsibility and duties that come along with the promotion.

Great points..good read for newly appointed supervisors.Great read. A newly appointed supervisor

would benefit greatly from reading this. A good addition for training.

Very good brief introduction to the skills you'll be required to learn and develop as a new leader in an organization. Good, quick read.

Easy to read on a quick break or at bedtime. Lots of good tips for planning and preparing to manage people.

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