

How to Be a Better Manager



Contributor

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Many people dream of a management position, but they don't necessarily have the experience or skills for the job. Throughout a career, employees have tasted a myriad of management styles, leaving them ill-equipped to be effective managers themselves. If you find yourself in this position, review the following advice to becoming a better manager.

1. Step 1

Understand your responsibilities. Know your part in the company and how to do your job so well that goals, objectives and client demands aren't just met, they're exceeded. Before you can expect your employees to give 100 percent, demonstrate that you're willing to give 110 percent.

2. Step 2

Sharpen your listening skills. A great manager knows how to listen to his employees as well as his superiors. By taking the time to really hear what your employees are saying, you show them that their opinions and input are valuable to you and the company.

3. Step 3

Know the value of your team's time. Now that you're a manager, you should have a firm grasp of how much time needs to be allotted to reaching goals and objectives as well as the most qualified person on your team to get the job done. Time management is crucial in avoiding having to make excuses at a later date. Be realistic when making promises.

4. Step 4

Communicate with your team. As the head of the team, it's your job to know how everyone on the team is doing. Make sure that your team knows that they can come to you whenever there is a question or concern. If they feel comfortable coming to you ahead of time with problems, you'll form a solid working relationship based on trust.

5. Step 5

Show your appreciation. Don't make it a habit to talk to your team only when problems arise. If there's a reason to hand out some praise or encouragement, do it. Showing your team that you really appreciate their hard work and dedication will only motivate them to exceed their current level of performance.

6. Step 6

Develop consistency and a sense of fairness. When problems or conflicts do arise, treat every situation consistently with each person on the team. Don't show favoritism, and resolve conflicts in the same way every time regardless of who is involved.

7. Step 7

Look like a manager. Your team looks to you to be an example of what the company expects. Make sure that your wardrobe is appropriate, cleaned and pressed and that your personal hygiene is nothing less than impeccable. This sets a standard for all of those people reporting to you.

Editor's note: Also be self aware, know your Predictive index well. Spend time getting to know your communication strengths and also those of your supporting team. Your team will make you better as a leader and enable success at new levels