

## General Supervision Tips

- ◆ Give clear work direction. Don't assume someone knows what you want. Encourage them to ask questions. Demonstrate tasks if necessary.
- ◆ Explain any technical language or terms you may use.
- ◆ Ensure they know what to do in case of emergencies and explain what kind of emergencies they may encounter.
- ◆ Be patient. This may be a new experience for them. Try to put yourself in their shoes.
- ◆ Praise good performance and initiative. Not only does it make them feel good, but also it encourages continued good job performance. Also, praise tends to counterbalance those times when you may have to correct them.
- ◆ Be consistent. Of course, it is your right to change your mind, but the more consistent you are in your decisions and requests, the better they can meet your needs.
- ◆ Lead by example. Treat the employee the way you want to be treated.
- ◆ Share information. Let them know what you expect, and give them the information they need to do their job.

**Remember:** You're the boss. Be patient, fair and pleasant, but always remember that you're in charge.