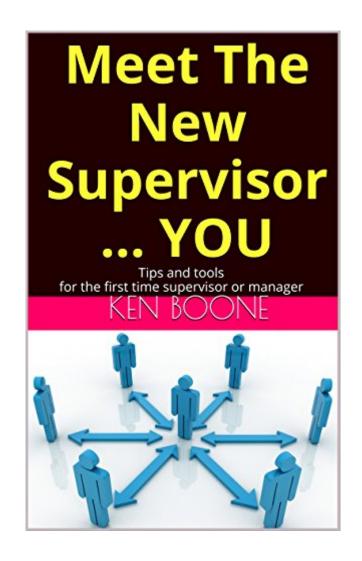
The book was found

# 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**

File Size: 1035 KB Print Length: 28 pages Simultaneous Device Usage: Unlimited Publication Date: January 1, 2016 Sold by: Â Digital Services LLC Language: English ASIN: B01A2O3MJY Text-to-Speech: Enabled X-Ray: Not Enabled Word Wise: Enabled Lending: Not Enabled Enhanced Typesetting: Enabled Best Sellers Rank: #136,240 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #9 in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Management #32 in Books > Business & Money > Processes & Infrastructure > Office Management #144 in Kindle Store > Kindle eBooks > Business & Money > Education & Reference > Business Skills

### **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.

#### Download to continue reading...

Meet The New Supervisor ... YOU: Tips and tools for the first time supervisor or manager Take Charge Product Management: Time-tested tips, tactics, and tools for the new or improved product manager Kids Meet the Tractors and Trucks: An exciting mechanical and educational experience awaits you when you meet tractors and trucks The New One Minute Manager (The One Minute Manager-updated) The Product Manager's Survival Guide: Everything You Need to Know to Succeed as a Product Manager Alive and Well at the End of the Day: The Supervisor's Guide to Managing Safety in Operations Postal Supervisor Exam 642 (U.S.P.S.) (Passbooks) Sales: A Beginners Guide to Master Simple Sales Techniques and Increase Sales (sales, best tips, sales) tools, sales strategy, close the deal, business ... sales techniques, sales tools Book 1) The Nurse Manager's Guide to Budgeting and Finance (The Nurse Manager's Guides) The Tools: 5 Tools to Help You Find Courage, Creativity, and Willpower--and Inspire You to Live Life in Forward Motion Magic Cards: Magic the Gathering - 33 Killer Tips from a Magic Master! (Magic Cards, Magic the Gathering, Magic Decks, Magic the Gathering Tips, Magic Card Tips, How to Play Magic, Magic) My Very First Library: My Very First Book of Colors, My Very First Book of Shapes, My Very First Book of Numbers, My Very First Books of Words The First-Time Manager Key Business Analytics: The 60+ tools every manager needs to turn data into insights: - better understand customers, identify cost savings and growth opportunities 42 Rules for Your New Leadership Role (2nd Edition): The Manual They Didn't Hand You When You Made VP, Director, or Manager Expert Tricks and Tips that will make you a Minecraft expert: Tricks you are not aware of (minecraft, minecraft tips, minecraft tricks, minecraft monsters) CEO Tools: The Nuts-N-Bolts for Every Manager's Success (Book & CD) Small Business Tax Deductions Revealed: 29 Tax-Saving Tips You Wish You Knew (For Self-Employed People Only) (Small Business Tax Tips Book 1) Linux Server Hacks: 100 Industrial-Strength Tips and Tools 1st (first) Edition by Flickenger, Rob published by O'Reilly Media (2003) Cancer Survivorship Coping Tools - We'll Get you Through This: Tools for Cancer's Emotional Pain From a Melanoma and Breast Cancer Survivor

<u>Dmca</u>