

What every Supervisor Should know :

1. Gather information about a problem.
2. Put together the information so that the problem makes sense.
3. Know what your Management's objectives are.
4. Plan for the goals to be reached by your group.
5. Decide on the course of action.
6. Put right man on the right job.
7. Communicate with your superiors and also subordinates.
8. Lead, motivate and encourage employees.
9. If anything goes wrong, try to find out what is wrong, more than who is wrong.
10. Direct, guide and consult with employees.
11. Evaluate results and review work done for further improvement.
12. Develop people by proper training and encouragement.

ROLE OF SUPERVISOR

1. Before identifying the role of the Supervisor, it is necessary to have clarity about the place of Supervisor in the organization. It is necessary to understand the term "Supervision".
2. The word supervision is derived from the two words "Superior" and "Vision", one who has superior vision is the Supervisor.
3. A Supervisor or Foreman (or Fore women) is a chief worker in charge of a group of workers and who exercise such control over them as delegated to him by the Management.
4. A Supervisor is an important link or keyman between Management and workers. He is constant on the floor, more close to the workers, devoting more time in close observation of working conditions and action and has more experience of the job performance. He converts Management policy into action, with the co-operation of workers.
5. Management looks him as a floor manager in-charge of men, machine and materials and responsible for men's behavior on jobs
6. Workers look him as their representatives for the Management.
7. Management likes to influence worker's behavior through supervisor and the workers like to gain first hand knowledge through supervisor.
8. Management achieves their targets, resources, and facilities through supervisor. Therefore good supervisors are essential for effective implementation of Management policy on the shop floor.

What Every Supervisor Should Know

K Morrison



What Every Supervisor Should Know:

Unveiling the Energy of Verbal Beauty: An Emotional Sojourn through **What Every Supervisor Should Know**

In a world inundated with screens and the cacophony of instantaneous connection, the profound energy and psychological resonance of verbal artistry usually diminish in to obscurity, eclipsed by the continuous assault of sound and distractions. However, located within the lyrical pages of **What Every Supervisor Should Know**, a interesting work of literary splendor that pulses with organic emotions, lies an wonderful journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, that magical opus manuals readers on a psychological odyssey, delicately revealing the latent potential and profound affect stuck within the complicated web of language. Within the heart-wrenching expanse of the evocative analysis, we shall embark upon an introspective exploration of the book is main subjects, dissect their interesting writing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

https://thebrandexperience.com/results/uploaded-files/HomePages/pro_project_management_tools.pdf

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