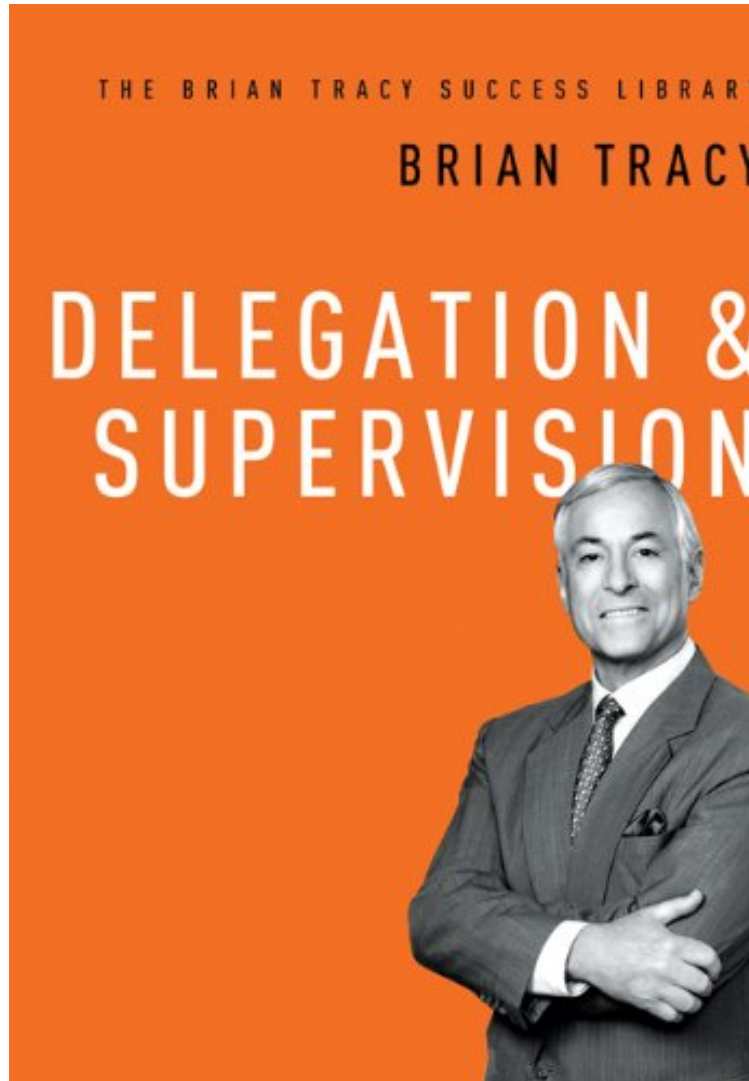


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Delegation Supervision (The Brian Tracy Success Library)

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summarize the most basic and essential aspect of a good supervisor, making employees competitive and reliable.

Managers are judged by the results they deliver—and more than anything else, those results hinge on the ability to delegate and supervise. You will be surprised at how efficient and easy to manage your team becomes when you master these essential skills. This handy, pocket-sized guide reveals time-tested ways to boost the performance and productivity of your employees, including how to: • Define work, assign it, and set measurable, targeted standards for performance; • Match skills to job requirements; • Use Management by Objectives to delegate longer-term tasks to trusted team members; • Monitor, control, and keep on top of projects with minimum effort; • Turn delegation into a teaching tool and build the confidence of your staff; • Provide useful feedback and elicit active participation; • Avoid reverse delegation; • Free up time for higher-level tasks only you can tackle; • And much more. Done right, delegation and supervision allow your employees to learn, grow, and become more capable. Your success will skyrocket as you increase the quality and quantity of results, and build the loyalty, involvement, and commitment of your people.

"...helps you be a better delegator (something that often is challenging for small business owners)...and provides actions you can take for more effective management." --Big Ideas for Small Business "This handy, pocket-sized guide reveals 21 time-tested ways to boost the performance and productivity of your employees." --Support Industry "Delegation Supervision is a quick and easy read, and will be treasured as an enduringly useful reference." --Midwest Book "Absolutely essential core competencies for those who aspire to become great supervisors." --First Friday Book Synopsis "...delivers a winning collection of 21 expert insights and proven methods to help managers embrace delegation, excel at practicing it, and enjoy its variety of advantages and benefits." --New Equipment Digest From the Back Cover Managers are judged by results—and as a manager, those results hinge on your ability to delegate and supervise. You'll be surprised at how efficient your team becomes when you master Brian Tracy's essential skills. This indispensable guide reveals his 21 time-tested ways to boost performance, including how to: • Define work, assign it, and set measurable, targeted standards for performance • Match skills to job requirements • Use Management by Objectives to delegate longer-term tasks to trusted team members • Turn delegation into a teaching tool and build the confidence of your staff • Provide useful feedback and elicit active participation • Free up your time for higher-level tasks Done right, delegation and supervision allow your employees to become much more capable. Watch your own success skyrocket as you dramatically improve results while building the skills of your people. About the Author BRIAN TRACY is the Chairman and CEO of Brian Tracy International, a company specializing in the training and development of individuals and organizations. One of the top business speakers and authorities in the world today, he has consulted for more than 1,000 companies and addressed more than 5,000,000 people in 5,000 talks and seminars throughout the United States and more than 60 countries worldwide. He has written 55 books and produced more than 500 audio and video learning programs on management, motivation, and personal success.