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Staff Management - the Effective Way to Get Things Done by Other People

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Staff management is "getting things done by other people". Although you must remember that you, as the manager have a part to play as well!

As a senior manager you have a number of roles which include, controlling stock and profits, meeting sales and profit targets and managing and mentoring staff. Treat your staff well and they will become important part of contributing to the success of the business. Remember, it is much easier to lead a stubborn mule than it is to push it!

Let's look at some key skills you will need in order to manage your staff:

- * **Setting Expectations:** Start with the premise that your staff will need to know what is expected from them and let them know what these expectations are.
- * **Task Planning:** Set out your staff plan, so that you know what each member of your staff has to do over the next month in order to meet the goals, standards and targets that your department has been set. Ensure that your staff, should do it, can do it and are capable of doing it.
- * **Communication:** Ensure that you keep your staff informed about changes, expectations and progress. Also make your self approachable so that your staff feel that they can talk to you about problems, mistakes and suggestions they have.
- * **Mentoring:** Lead from the front, showing your staff how you want them to behave. Help any worker that you believe may be struggling a little, making mistakes or causing problems. Do this by suggesting changes, adding some changes and extra training.
- * **Feedback:** Let your staff know when they done well by telling them so. Making your staff feel good and they will work harder. Remember happy staff are loyal and efficient staff.

The hardest problem you will have is the change that you will have to make from being part of the staff to the boss! Just don't get arrogant or remote from your staff.

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