

## **Build Better Management Skills**

Leadership can be lonely. You're in a challenging and complex role if you are a supervisor, manager or other workplace leader. Your role includes motivating team members, assessing their performance and helping them improve. You assist them in navigating workplace changes, and you strive to give them opportunities for professional growth. You also need to manage the many demands on your time.

Keep in mind that—despite your many challenges—tools are available to help you make the most of your leadership position. When you log on to [www.FOH4YOU.com](http://www.FOH4YOU.com), you can access tips on:

- How to get more control over your time
- How to support your team while managing workplace changes
- How to better motivate and reward your team

## **Managing Workplace Change**

*Keep the team updated*—Provide regular information about specific changes in the organization.  
*Foster a supportive environment*— Allow people to express their worries in a nonthreatening setting.

*Promote a group effort*—Involve staff members in planning the introduction of changes.

*Listen closely*—Keep close enough to your staff to hear about and counter any rumors.

*Be inclusive*—Try to ensure that no one feels left out amid the changes.

*Offer individual support*—Take time to meet with those who are struggling with change.

*Stay positive*—Acknowledge and publicize your staff's positive contributions.

*Get help*—Suggest your confidential program to team members needing extra support.

It's important to remember the full range of management tools available through your program. On your program's website (see link below; select the "Managers" menu), you can access a wealth of material that supports your growth as a manager. The tools can help you improve your people management skills. You can learn how to deal with troubled team members and refer them to your program for help. You also can become more skilled at resolving workplace conflicts, learn how federal regulations affect your workplace, and much more. So whether you need information on a specific topic or want to build your overall management skills, your program offers resources to help you succeed. Log on to [www.FOH4YOU.com](http://www.FOH4YOU.com) today or call 800-222-0364, 1-888-262-7848 TTY Users, for support and resources!