

Manager Management

Offer Advice, Not the Solution

By helping them reach the solution themselves, you're improving their critical thinking skills and helping them develop their own key strategies for the future.

As the Chinese Proverb says *"Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime."*

Provide Clear and Timely Feedback

Monitor how much time passes before feedback is delivered – if given too long after an incident it may not hold much bearing and may not be taken seriously by the employee.

Tips:

- Prepare and outline what you want to say or address
- Decide if feedback should be given formally or informally
- Identify the reason for feedback – whether positive or negative
- Track each feedback session or meeting given.



Make Sure Your Door is Always Open

Whether the manager is new to the office or new to the position, the role of manager can be intimidating and somewhat scary. Give your employee the assurance that they can always come to you for advice and support. Reassure them that they are not alone in their journey. Keeping an open door policy will let them, as well as other employees know that they are free to approach you with any questions or concerns. Your employees will appreciate the gesture and know that you are there to help.

Tips:

- Be open to listen to the employees and their needs.
- Maintain an open door policy – make sure your employees are aware of it.
- Always be approachable – avoid becoming too distant.
- If you are busy, schedule a follow-up as soon as possible