



CLAREMONT EAP *Your trusted resource*

MANAGER
SUPPLEMENT

IMPACT

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Use Four Methods to Better Lead Your Team



To be an effective manager, it is essential that you have the skills and knowledge to be a strong leader.

Use the following tips and techniques to improve your leadership skills and show the way to increased productivity and success.

Build Guidelines that Promote Accomplishment

- Outline company goals and departmental objectives
- Map out ways to achieve these goals
- Consider budgets and how departments can work together to maximize success
- Create policies and procedures

Plan for Goal Achievement

- Consider each goal and what needs to be done to accomplish it
- Organize the work and provide appropriate people with timelines
- Delegate responsibilities to appropriate departments and team members
- See if you can create teams between groups of people sharing job responsibilities that complement each other

Work With People

- Find the right people to fill positions
- Help employees strengthen skills by providing adequate training and resources
- Motivate workers to achieve
- Schedule routine meetings to talk about goals and progress
- Ensure that your staff knows that you are available for questions or comments
- Make necessary decisions, but invite feedback from workers and other team leaders

Outline and Support Expectations

- Outline expectations for job duties and performance and make sure your employees are aware of what they are
- Give corrective action when it's needed

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A Message to Managers from Claremont EAP Often, the employee who needs their Employee Assistance Program the most doesn't think to call for assistance. A manager's referral to the EAP can be an effective strategy for improving an employee's effectiveness, productivity, motivation and morale. A referral to the EAP can also decrease absenteeism, reduce turnover, foster acceptance of change and reduce stress.

ANTI-RACISM RESOURCE CENTER

Claremont EAP stands solidly against racial injustice and supports the Black Lives Matter movement.

COVID-19 RESOURCE CENTER

Easy access to global news and EAP resources

Stay Positive

The Claremont Positivity Center is an online resource that incorporates Positive Psychology and mindfulness self-help techniques to improve employee well-being in the workplace and beyond. **VISIT THE POSITIVITY CENTER**