

# Supervision is a Long-Term Relationship

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# In the Beginning is Hiring

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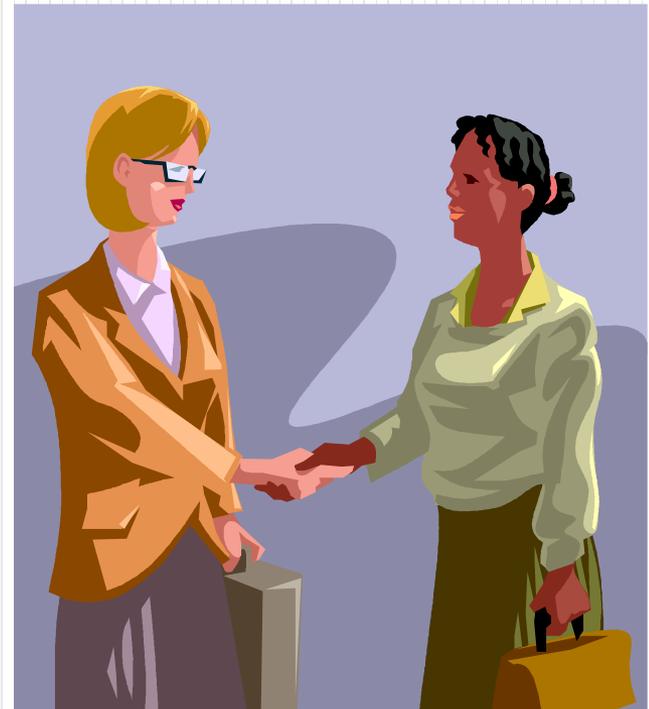
- Looking for the Right Candidate – Define the Desired Skill Sets and Knowledge Base You Need in Your New Hire
- Meaningful Interviewing – Sets the Tone for the Relationship to Come
- The Informed Offer and Acceptance – The Beginning of Document, Document, Document



# Train. Inform. Direct.

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- New Hire Training – Even Degreed Professional Need Training
- The Employee Handbook – Is for Everyone
- Does It All Make Sense – Checklists Help



# Coaching, Redirecting, and OJT

- Identifying Opportunities for Improvement – discuss and document
- Giving and Checking Up on Assignments – staying engaged
- Providing the Tools and Skills for Improvement – On the Job Training (OJT), Employee Assistance Program (EAP), and coach/mentor



# Praise

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- There is Nothing More Powerful Than Praise
- Document, Document, Document



# The Action Plan

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- Know the Procedure
- Work With Human Relations Professionals and Organization Leaders
- Be Ready. Be Clear. Be Prompt.
- Document, Document, Document



# Termination

- Be Direct
- Engage the Employee – Be Specific About Opportunities and Outcomes
- Document, Document, Document



# Advancement/Growth

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- Blazing a Trail for Advancement
- Job Growth and Employee Satisfaction – Position Appropriate Responsibilities, Organizational Service, and Professional Development



# The Way of the World

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- Employees Come and Go – You'll Not Lack for Supervisory Practice
- Not All Human Relations Professionals Will Have Your Back
- Don't Count on Your CEO to Fix Your Problem Employee
- When It is Good, It is Really Good

