

3x4=12



Three simple models with four components each to help you, as a supervisor, to be successful.

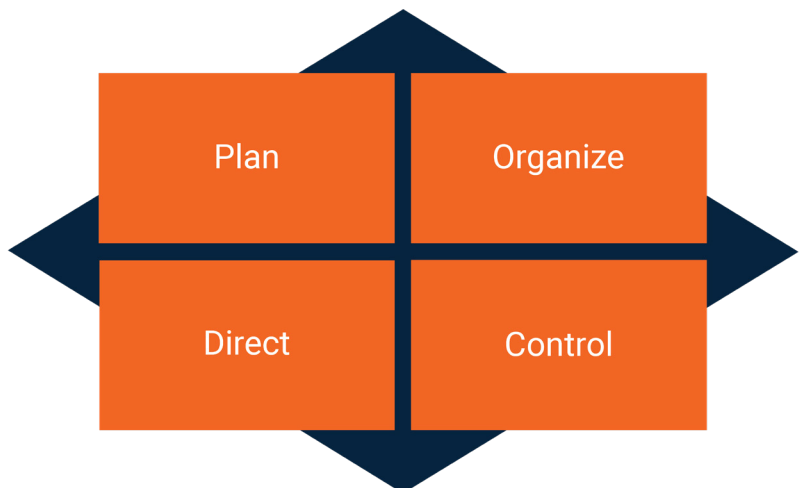
MANAGEMENT FUNDAMENTALS



1. **SELECTION** means taking the time to hire good people; do it right.
2. **DEVELOP** your people professionally.
3. **COMMUNICATE** with them. Cascade information from the university and your leadership out to them.
4. Show them their work matters; **REWARD** and thank them for their contributions.

SUPERVISOR BASICS

- 1 Setting goals and determining how work should be accomplished is part of the **PLANNING** component.
- 2 Arranging the tasks and determining priorities is **ORGANIZING**.
3. **DIRECTING** is really about how you manage your staff; giving them encouragement, offering suggestions, and helping them see that their work matters.
4. **CONTROL** is all about monitoring performance. Praise their good work, monitor it, and correct poor work if it is needed.



PERFORMANCE MANAGEMENT



1. During the **PLANNING** phase, expectations, job duties, responsibilities, and developmental goals are reviewed and determined for the new performance year.
2. **COACHING & FEEDBACK** is really not a step but an ongoing part of performance. This phase provides your employees with positive and, in some cases, corrective feedback in real-time to make sure they're accomplishing their goals.
3. During the **PLANNED CHECK-IN**, you and your employees should go back and look at expectations set during the Planning phase to see how they are performing as well as make any edits to the original plan.
4. The **YEAR-END REVIEW** is the formal wrap-up of feedback that summarizes the employee's progress towards achieving successful outcomes in the pre-planned duties, goals, and developmental needs for the entire year and assigning an overall rating.

It is impossible to have an effective Year-End Review without the completion of the other phases of the Performance Management Process. Planning, Coaching & Feedback, and at least one Check-in must occur in order to have a complete picture of an employee's performance.

At the end of the day, when you think about supervision at Auburn, remember three times four. Management Fundamentals, Supervisor Basics, and Performance Management with the four components involved in each one.

For more information on each of these models, consider taking their corresponding classes:

- MG400: Management Fundamentals
- MG430: Supervisor Basics
- MG500e: Introduction to Performance Management
- MG510e: Performance Management Fundamentals

For more information, contact us at autrain@auburn.edu or at aub.ie/quickdive.



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