

MANAGEMENT

Management primarily deals with planning, budgeting, organizing, staffing, measuring, controlling, and problem solving. Therefore, as a good manager and an extension of me, you should:

- Identify goals, objectives and expectations based on the MAJOR responsibilities of each position, using a process of broad consultation
- Classify the responsibilities properly, with reasoned priorities and effective sequencing for optimal success.
- Plan an approach to action best suited to the organization's needs, and consistent with its values, principles, and human commitments.
- Seek to anticipate problems and obstacles in advance, and develop problem avoidance strategies or alternative goals/objectives.
- Consult widely and routinely with people most involved in the work where in decisions need to be made.
- Delegate freely, taking care to define expectations and results for which each employee must remain accountable.
- Manage in consonance with the principles, guidelines and protocols established within the organization.
- Recognize and practice that to be successful with a diverse workforce, managers must be leaders rather than merely "bosses".
- Always strive to create an environment conducive to individual dignity in the workplace.
- Recognize that a hospitable workplace requires fair policies and procedures that are fairly and consistently applied.
- Whenever possible, replace ad-hoc decision-making with decisions based on principles consistently applied, so employees will know how to navigate workplace issues.
- Strive to prevent the emergence of workplace conflict and, when it occurs, see to resolve it fairly and dispassionately.
- Promote understanding of difference among the workforce, recognizing that fear and misunderstandings are the greatest contributors to intolerance and workplace conflict.
- Assure that employees know and understand workplace policies on non-discrimination and hostile behaviors, and the consequences for violating those policies.
- Assure participation in training programs that enhance understanding of and respect for individual differences. Support training that provides promotion potential and job skill enhancement.