**FIVE MANAGEMENT BASICS**

**Purpose:** Five fundamental basics we expect

**Be A Positive Manager:**

1. You set the tone for the team
2. Be realistic
3. Don’t sugarcoat bad news
4. Discourage whining

**Be A Follower**

1. Follow official policies
2. Disagree privately, not publicly
3. Your responsibility to enforce
4. No passive-aggressive behavior

**Be A Teacher**

1. Teaching is a profession
2. Share the workload, share the glory
3. Give them time
4. Give them feedback

**Be A Student**

1. Schedule time for yourself
2. One line description of a manager: “*Getting Things Done Through People*”.
3. Management and Leadership are not part-time jobs
4. Learn something new every day.

**Be Fair**

1. Treat your staff with respect
2. Provide your staff with the time they need. It doesn’t have to be equal, but close.
3. It’s easier to make enemies than friends. Attitude counts for everything
4. Remember DAYS – Do As You Say.

**Never Surprise Your Boss**