Supervision 101 – Let’s Get Started

1. How often do you praise the people who work for you?
   a. Daily
   b. When they do something fantastic
   c. During the performance review
   d. Never, I expect good performance
2. When you make a mistake, what do you do?
   a. Hope no one notices
   b. Figure out a way to have it seem like it wasn’t my mistake
   c. Apologize, fix it, move on
3. When someone asks you a simple question, how do you answer?
   a. With a “yes” or “no”
   b. With as few words as possible
   c. With one sentence
   d. With a complete answer and a little extra info so they will learn something
4. How do you treat the people who report to you or do work for you?
   a. Like I treat my mother and father
   b. Like I treat the department head
   c. Like hired help
   d. Like someone I prefer not to socialize with or associate with
   e. Like a dog… no abuse, but simple one word commands
5. My idea of training is…. (check all that apply)
   a. Telling them to figure it out on their own
   b. Sending them to a course
   c. Telling them to find out from someone else
   d. Spending time and sharing what you know
   e. Always explaining the broader context, the why’s, the politics, etc.
6. You like some people better than others, so you…. 
   a. Talk to those you like more
   b. Ask for input from those you like
   c. Find yourself not valuing or trusting the input of those you don’t like
   d. Recognize this fact of life and be sure that you don’t do a, b, c above.
7. Have you ever asked a subordinate, “What can I do for you?”
   a. Yes
   b. No