

# **MANAGEMENT & SUPERVISION**

## *Getting Work Done Through Others*

Larry A. Hobbs, B.S., M.B.A., SPHR

For Managers, Supervisors, Department Heads, and Owners

Managing other people in the new century is different. It is not easy to supervise employees who challenge authority; who suffer from a low work ethic; and who are unwilling or afraid to communicate openly. Employees have higher expectations from their employers and more protection from the government and the courts.

1. The History of Management in the U.S.
2. Which of the six Styles of Management is correct today?
3. The seven Functions of Management
4. The government defines Executives, Administrators, and Professionals for pay purposes
5. What are the “Super Critical” tasks of the person in charge?
6. The Seven Sins of Supervision
7. Is management in the United States different than other countries?
8. What employees expect from a Good Boss
9. The Least Preferred Co-Worker questionnaire

*Larry has been a long-time personnel manager, university instructor, and HR consultant. His work experience includes working for General Dynamics, the Department of Defense, and internationally in Mexico. He can be contacted at (210) 316-4206.*