



PAUL NEFF

paulsifelessons.com
**Key Attributes of a
Great Manager and
Philosophy for Success**

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Being a Great Manager requires proficiency in various areas. How you manage yourself, maintain your values and lead your team all contribute to your effectiveness. I'd like to share with you some of my personal philosophies for success:

Hiring – Hire teammates first based on alignment of personal values with yours and secondly based on their previous experience. Experience can be taught/learned; values cannot.

Learn from mistakes – Never get extremely worked up on the first mistake created by a team member. Require your team and yourself to learn from your mistakes the first time reviewing them and creating a game plan to avoid repeating the mistake in the future. Hold your team accountable should they make the same mistake a second or third time. Maintain a log of learnings, grouped by category, and review them as appropriate.

Lead by example – Hold your team to high standards while at the same time holding yourself to at least the same standards if not higher. Practice what you preach, and others will follow.

Honesty – Require your team to be candidly honest with you and provide the same in return to them. Team members appreciate knowing where the boss stands and what he or she stands for. Make your yes, a yes and your no, a no. Don't use sarcasm or over state a situation to make a point. Make the point clearly and reasonably.

Minimize politics – Don't participate in office politics. Minimize it at every opportunity.

Expectations - Communicate your expectations clearly up front; making sure they are understood and reduce them to writing at every opportunity.

Win-Win - Create a win-win environment for everyone on your team. Have everyone participate in the success you achieve together by creating a bonus structure that rewards every individual for their participation, sacrifice, and service in advancing the company's business plan. Eliminate scenarios where either the company wins and the team member loses, or vice versa. In situations where things aren't going well "a lose-lose" situation, everyone should be working hard together to turn it around to a win-win. Money does not need to be a main motivator, but everybody appreciates being acknowledged and rewarded for their service.

Empower - Empower your people to bring out the best they can be.

Team member reviews - Complete reviews on a timely basis utilizing a format that's been tested. Reduce key discussions, outcomes, goals etc. to writing. Review the goals set at the previous years' review, identify, and encourage accomplishments, and address shortfalls.