



TOOL KIT



THE WILKINS GROUP

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Management Practices—If I Lead, Will You Follow?

Management practices exist everywhere. You'll find them in corporations, non-profits, schools, churches, service organizations, and even in the home. Management practices provide governance, whatever the environment.

When I downsized my home to a condo, I moved into a community where I didn't know many people. I discovered volunteering my time and services was a great way to get acquainted. One thing led to another, and I was asked to lead two very different groups.

The experience of managing two different functions reminded me of the important elements that must bridge all management practices.

- Share the vision, mission and strategies at every level of the organization.
- Communicate expectations; set parameters for performance. Ask for ideas and feedback.
- Develop a clear communication process upward and downward. People need to know what's going on inside and outside the company.
- Make resources available to get the job done. Don't be an obstacle yourself.
- Be a role model, but be the right size. Don't be seduced by a sense of your own importance.

A manager's job is to get the work done through people without telling them how to do the job. Effective management practices provide a basic infrastructure for achieving targeted business results.

Do your management practices need a tune up? The Wilkins Group can offer you some proven tools for greater efficiency. Give us a call.

Certified Performance Technologist



The Certified Performance Technologist (CPT) designation is awarded by the International Society for Performance Improvement to individuals whose work demonstrates their ability to get results by systematically identifying and removing barriers to performance.

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Providing Tools for Productive Workplaces

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