

Answer the following questions:

- 1.** Understand the importance of developing good relationships with employees and peers, so you are seen as fair and consistent.
- 2.** Adjust to the supervisor's role with confidence.
- 3.** Develop your skills in listening, asking questions, resolving conflict, and giving feedback to employees.
- 4.** Identify key attitudes that you can develop to enhance your supervisory skills.
- 5.** Use time management and planning techniques to maximize your success.
- 6.** Develop a technique for giving instructions that are clear and understood.