Prevent yourself from over managing people

Over supervising employees makes everyone stressed and also make them less likely to take initiative or think for themselves, which helps no one, Jesse Lyn Stoner writes. "Your job is to make sure they have the resources they need, to provide the information they need, and to be available when they need your help or advice," she writes.

Source: SmartBrief on Leadership

Network before you need a network

Networking is meeting an extended group of people to form mutually-beneficial relationships that provide assistance and support to each other over time, writes Susan M. Heatfield. Most professionals don't do enough networking and their worst business networking mistake is that they don't build a professional network until they really need one – and that's a bit late. Always remember that the most successful, effective business networking is not all about you and what the contact can do for you. Successful business networking is about what you can do for them. And, you need to trust that, in some way, someday, maybe in the most unexpected, unpredictable way, what goes around comes around. It never fails.

Source: Susan M. Heatfield- About.com Human Resources

Managing email onslaught

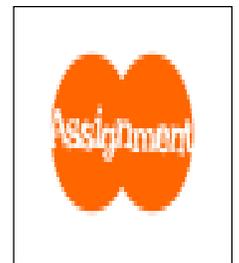Email is one of the biggest productivity challenges that executives face. Sorting through the daily barrage consumes a ridiculous amount of valuable time that could be spent elsewhere. But this is a solvable problem if you learn how to efficiently manage your everyday communications: don't check your email incessantly; only look at it every hour or two; discipline yourself to read only the subject matter so that you can discard irrelevant or unimportant messages right away. You can purge more than half of incoming messages this way; practice "OHIO" or 'Only Handle It Once'. Immediately decide what to do with each email, and answer important ones quickly instead of filing them away. Because once you're finally ready to tackle them, you'll spend half an hour just searching through folders.

Source: Management Tip of the Day, Harvard Business Review

> "Management is doing things right, leadership is doing the right things"
>
> --Peter Drucker

Your audience can hear how you look

The way you physically deliver a presentation still matters even when the audience can't see you, Stephanie Scotti writes. And before you can work on your delivery, you'll need to make sure you have succinct, credible and meaningful content. Your audience will also hear your emotion and passion for your subject, even if they aren't looking at you. The way you use and vary your tone, pace and volume can have a great effect on how your message comes across to your audience. For example, use pauses for emphasis and note how the energy of your delivery changes immediately, she adds.

Source: SmartBrief on Leadership, http://smartbrief.com

Be sure assignments reach employees' ears

When making assignments, think about your surroundings. Noisy or busy work environments can distract employees from hearing what you tell them. Workplace social events, crowded hallways, elevators, and sidewalks are all places where you can't count on someone's undivided attention. Delay making assignments in locations like these. If you have to, be sure to follow up in a quiet spot to verify the employee's understanding.

Source: https://www.managebetter.biz

How to take minutes at a board meeting

In your role as secretary, you'll essentially have four steps involved with recording effective meeting minutes. You'll need to spend a little time planning before the meeting, take notes during the meeting, and write a formal report after the meeting. You'll also be responsible for filing and sharing the minutes of each meeting.

Meeting minutes should include

- o Date of the meeting
- o Time the meeting was called to order
- o Names of the meeting participants and absentees
- o Corrections and amendments to previous meeting minutes
- o Additions to the current agenda
- o Whether a quorum is present
- o Motions taken or rejected
- o Voting-that there was a motion and second and the outcome of the vote
- o Actions taken or agreed to be taken
- o Next steps
- o Items to be held over
- o New business
- o Open discussion or public participation
- o Next meeting date and time
- o Time of adjournment

Step 1: Preparation for the board meeting. Every organization records their minutes a little bit differently. Have a discussion with the board chair about any current or expected formats that you are expected to use. Review past meeting minutes to use as a template. Ask the board chair for a copy of the meeting agenda, including the names of all attendees, including guests or speakers.

Step 2: Taking a record of the board meeting. Unless your organization requires you to type notes at the meeting, you can either type them out or write them longhand. The two most important things to know when taking the record of the meeting is what information to record and how to present it.

Step 3: Writing the official record of board meeting minutes. Review the agenda to gain the full scope of the meeting. Add notes for clarification. Review actions, motions, votes, and decisions for clarity. Edit the record so that the minutes are succinct, clear, and easy to read.

Step 4: Signing, filing, and sharing minutes. Once your meeting minutes are fully written, you are responsible for making them official by having the board secretary sign them. Your organization may also require the chair's and/or president's signature.

Source: http://www.boardeffect.com/ Written by Jeremy Barlow

Take time to discuss your company's culture

Company culture can feel hard to control, which is why many leaders avoid deliberately creating it. But you can't just let culture happen. In fact, companies should be as intentional about culture as they are about strategy and business model innovation. To become more systematic about culture design, you need to have tough conversations about what your current culture is and what your ideal culture looks like. Then you can work to bring the two closer together. Start these discussions by focusing on three elements:

- **Outcomes.** The things you want (and don't want) your culture to achieve.
- **Behaviors.** The visible parts of your culture; the positive or negative actions people perform every day that result in outcomes.
- **Enablers and blockers.** The formal or informal policies, rituals, actions, and rules that enable or block your culture – they're the elements that truly help you achieve your desired culture.

Source: https://www.managebetter.biz

> "A leader is one who knows the way, goes the way, and shows the way."
>
> --John C. Maxwell

Provide value to employees

Providing value to employees should be a concern of corporate leaders as this will make employees feel important which in turn results to gaining their loyalty and more productivity at work. One way to do this as a leader is to stay ahead in your industry by keeping up with current trends; relay to your employees whatever relevant knowledge you acquire to improve their skills. This will make them feel valued.

Managing a cross-cultural team requires setting clear norms

Managing a multicultural team can be tough. Communication styles vary, and there may be differences in conventions around time, giving feedback, and disagreeing publicly. To overcome these differences, set clear norms and stick to them. Start by taking into account what will work best for your team as a whole. Be aware that there may be team members who find it harder to meet certain expectations because of their cultural backgrounds. For example, if you have established that team members must arrive at meetings exactly on time, you'll need to reinforce that norm consistently across the group and remind why being on time matters. Of course, sometimes things change and adjustment is required, but keeping a consistent, clear structure for work styles and expectations is a critical way to create a common-ground team culture.

Source: Management Tip of the Day, Harvard Business Review