

Basic Principles of Supervision

Supervision is the art of working with a group of people over whom authority is exercised in such a way as to achieve their greatest combined effectiveness in getting work done. It is best performed in an atmosphere of goodwill and zestful cooperation on the part of all people involved- including of course, the supervisor.

T -ogether
E -everyone
A -ccomplishes
M -ore

Principle 1: People must always understand clearly what is expected of them. 10
 Commandments of Rec. Sports.

Principle 2: People must have guidance in doing their work.

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| a. How to listen | e. How to organize work |
| b. How to speak | f. How to schedule activities |
| c. How to write | g. How to conduct a meeting |
| d. How to read | h. Customize your “How to’s” |

Principle 3: Good Work Should Always be Recognized.

Principle 4: Poor work deserves constructive criticism.

Principle 5: People should have opportunities to show that they can accept greater responsibilities.

Principle 6: People should be encouraged to improve themselves.

- a. There are always new, creative, and exciting ways of doing things.

Encourage people to envision their success by using:

C -reativity
P -reparation
D -etermination

Principle 7: People should work in a safe and healthful environment.

L -ook
E -valuate
A -ct

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 Publishers, NY 1985