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10 Must Have Management Skills

Do you have an employee that is being promoted or are you a supervisor or manager new to your job? Read this – 10 must have skills to be successful in management.

#1 – Pay attention. Nothing frustrates employees more than bosses who ignore them or don't pay attention. Make it a point to listen to people and listen intently.

#2 – The devil is in the details. Management is like a game of golf, and in golf you can't play the whole course with the same club. You must be careful to choose the appropriate management "driver", management "iron" and management "putter" when working with your people.

#3 Take your time. Learn technique first, then speed it up. Learn how to do it right first before you enhance. Fitness trainers will tell you, get your technique down first then add weight or go faster. It is the same in business.

#4 Don't debate the past, debate the future. Should we consult the past? Yes. Should we do it regularly? Sure, in meetings, planning sessions and perhaps in the field, but teach your people to not get caught with the "we shoulda, we coulda. It creates confusion and reduces confidence and often we can get so caught up with it that we miss the next play.

#5 Keep looking below the surface. If you see a tail, there is probably a whale – and that whale could capsize your business. Don't be afraid to investigate something if it appears to be a problem.

#6 Leadership is a state of mind. This is something that all supervisors and managers have to know. That being the boss does not make you a leader. Leadership is not exclusive domain of role or title – it is not a body type, it is not a personality style – it is a complex set of attributes and approaches and most importantly it is about being accountable and visibly, emotionally and intellectually in control.



As a new supervisor your people will gain confidence in you based on your ability to perform many of the actions that have been identified here today. And as General Colin

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Quotable

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

- Albert Schweitzer

Powell would say "Never let your ego get so close to your position that when your position goes, your ego goes with it."

#7 Success comes from people. If you think that your machinery and your technology will keep you in the game, you are sadly mistaken. Machinery will just turn to rust if there are not people to run it.

Remember that the key to your success will be your people, and that you must treat them with respect. You must challenge them, you must inspire them, you must provide accountability, empowerment, opportunities for advancement and personal wealth.

8 Find a mentor. If you are a new supervisor, you need a mentor – someone that you can have a coffee with, vent with, debate with, discuss challenges with. And that person should be neutral, a person who is not a boss – and more important, not an equal – even if you have to pay for it.

When I talk with successful business people, they almost always relate many of their successes to people who they learned things from as mentors. Nobody does it alone. Asking people for help shows character, integrity and respect – and giving help shows kindness and is the ultimate gift.

9 Surround yourself with success. You may have to teach it, you may have to hire it, but find it. You will need it if you expect to be promoted – without it, you can not be promoted.

What do we want from those people around us? Problem solving skills, responsibility and resiliency. People with these attributes can be promoted and will make you successful.

#10 It's lonely at the top. As a new manager or supervisor you will find yourself isolated, having to leave the pack and not being invited to the reindeer games, not being part of the old regime and it will most likely be the greatest test of character that you will ever face.

Chuck Bean presents this program (1/2 day or full day format) to managers and supervisors throughout Canada. It is a "tell it like it is" program that investigates the necessary soft skills for managing people effectively and is designed to turn supervisors into super stars.

Chuck

Chuck Bean is president of Baxter Bean. To contact Chuck, e-mail him at chuck@baxterbean.com or call him at 403.703.9525.

For more about our programs and services, visit www.baxterbean.com.

Chuck Interviewed by CEO TV

Chuck Bean was interviewed on May 7 by CEO TV. The interview focused on leadership and management skills and will air on Global on June 30 at 11:30 am.

CEO TV is produced by Chandran Media and airs on Global.



Upcoming Programs from Baxter Bean

Stand and Command

Next Dates: June 19 and 20, 2007

Presentations and public speaking can be a career maker!

These public training programs are limited to 6 participants and will teach each participant the tactics of being an effective presenter. The training will focus on making presentations with and without visual aids (PWPT, etc), as well as small group public speaking, impromptu and small meetings.

The program is structured as an intense, yet non-threatening session that will enlighten and build confidence.

Learn more about this workshop by visiting www.standandcommand.com. Call our office at 403.283.2225 and register via the telephone or e-mail info@baxterbean.com to register online.

Want to Learn More from Baxter Bean?

Now is your opportunity to receive a 1 hour free assessment from Baxter Bean. This free service - no hidden fees, or sales pitch, will give you a chance to see what we can do for you.

To sign up for this opportunity, please e-mail Baxter Bean at info@baxterbean.com and reference the **May 2007 E-zine 1 Hour Free Assessment Offer**.

We look forward to hearing from you.

The small print

If you have any questions about our newsletter, please contact Baxter Bean by e-mail at info@baxterbean.com or call us at (403) 283-2225. For more information about Baxter Bean, please visit our Web site at www.baxterbean.com.

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