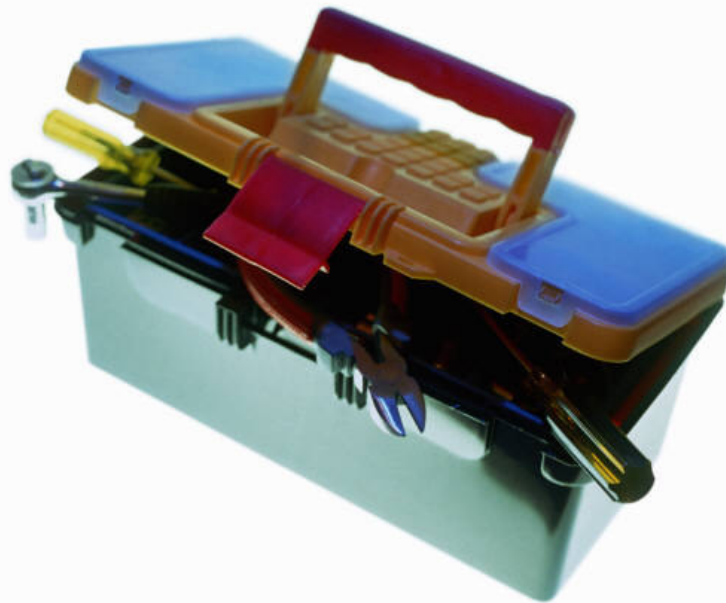




STOP and GO™

Supervisors' Toolbox Of Principles and Growth Opportunities

Supervisor Development Program



Adding to Your Personal Supervisor Toolbox and
Tracking Your Growth in the Journey to
Becoming the Best Supervisor Possible



STOP and GO Categories:	
Mindsets	A way to think
Skills	Foundation blocks on how to act
Activities	Things that are done with or for employees

STOP and GO Subcategories:	
Change Management	Conflict Resolution
Continuous Improvement	Cost Management
Decision Making	Delegation
Effective Communication	Employee Relations
Motivation and Inspiration	Problem Solving
Recognition	Roles and Responsibilities
Time Management	"Thinking Out of the Box"

- The STOP and GO Process is easy to implement**
- Step 1: Select Your Areas of Focus**
 - Step 2: Organize Your Personal Improvement Plan (PIP)**
 - Step 3: Put Your Plan into Action**
 - Step 4: Review Your Progress**

STOP and GO™ (Supervisors' Toolbox of Principles and Growth Opportunities) is a supervisor development program that facilitates continuous improvement of key supervisory and managerial mindsets, skills, and activities. STOP and GO covers over 100 topics across 14 subcategories.

STOP and GO was designed to create and promote a mentorship and personal improvement program between a supervisor and his/her immediate manager. Through open assessment and communication about key development areas that are necessary or desired to effectively supervise the department, the supervisor and the immediate manager set development goals, develop actions plans to meet the goals, and track progress toward the goals.

The objective of the program is to help focus on specific areas that will help a supervisor grow and learn throughout his/her career. The program gives a starting point for a supervisor's personal training, but it is up to the individual to develop the skills and put them into practice.

Conveniently laminated progress Log Sheets mean that they can be cleaned off once a goal is met and started fresh when a new goal is set. This not only makes the STOP and GO binder easy-to-use, but it means that each binder becomes a lifelong development tool, allowing for new focus and learning as a person moves through his/her career.

Mindset: Effective Communication
Avoid "My Way or the Highway"
 You are not the only one with ideas. Let others contribute, make

Skill: Delegation
Delegate, Don't Dump
 Proper delegation does not mean simply dumping those tasks that you don't want to do onto somebody else in the

Activity: Employee Relations
Don't Drop the Ball
 Follow an initial performance discussion with one or two short meetings to assess the person's progress and encourage them to follow through with the correction plan.

Topic Sheets provide an explanation for the supervisor

Mindset
 The mindset concept I am currently focusing on: _____
 The goal that I've set for myself: _____

Skill
 The name of the skill I am currently focusing on: _____
 The goal that I've set for myself: _____

Activity
 The name of the activity I am currently focusing on: _____
 The goal that I've set for myself: _____

My Personal Progress Log

How often do I use this activity in my department?				
Never	Occasionally	Regularly	No Matter What	
1	2	3	4	5

A situation when I have effectively used this activity: _____
 A situation when I could have done a better job with this activity: _____
 My next steps to using this activity on a regular basis: _____
 My personal mentor or coach to help me achieve my goal: _____

Log Sheets allow the supervisor to map progress toward the chosen goals

The STOP and GO small binder format (5" x 8") is the perfect size for easy portability and is personalized to a specific supervisor by way of a business card holder on the back cover.

Over 100 topics covered! A lifetime of supervisor skills development for only \$79 per binder!

Mindsets

<p>Accept that Change Need to Occur Adopt the 5% Rule Adopt the Solution-Plus-One Rule Approach Crises as a Team Avoid "My Way or the Highway" Be Open-Minded "Behold the Turtle" Believe in the Power of Effective Delegation Break Tradition When Appropriate Check the Mirror First Conflict Will Happen – We Are Humans Conflicts Can Produce Positive Results Consider All Sides of an Issue Customize Recognition Don't Cast All Decisions in Cement Don't Hoard Information Earn Your Leadership Title</p>	<p>Change Management Continuous Improvement Problem Solving Effective Communication "Thinking Out of the Box" Employee Relations Delegation "Thinking Out of the Box" Roles and Responsibilities Conflict Resolution Conflict Resolution Decision Making Recognition Decision Making Effective Communication Roles and Responsibilities</p>	<p>Focus on Processes Focus on the People Hold Everyone to the Same Standards Inspire Your Employees Involve the Right People Keep an "Open Door" Policy Let Everyone "Hold the Trophy" Let People Carry Their Own Weight Manage Change Initiatives, Don't Just React Manage Your Time and Others Will Follow Pay Attention to "Middle Stars" Recognize and Reward People Use Budget Money as if it Were Yours Use Internal Resources Value Guided Reflection Walk the Walk Yourself...First</p>	<p>Continuous Improvement Employee Relations Employee Relations Motivation and Inspiration Decision Making Effective Communication Recognition Employee Relations Change Management Time Management Employee Relations Recognition Cost Management Continuous Improvement Change Management Roles and Responsibilities</p>
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Skills

<p>Avoid Extremes Balance Work and Home Be a Continuous Learning Machine Be Conscious of Your Body Language Calculate the Value of a Meeting Circulate Drafts for Suggestions Clarify Expectations Delegate, Don't Dump Delegate Effectively and Appropriately Do the Right Thing Don't Get Defensive Enhance Your Technical Knowledge Get Excited About Positive Things Investigate All Complaints Learn to Be Empathetic Learn to Listen</p>	<p>Decision Making Employee Relations Continuous Improvement Effective Communication Cost Management Effective Communication Roles and Responsibilities Delegation Delegation Roles and Responsibilities Effective Communication Continuous Improvement Recognition Effective Communication Effective Communication Effective Communication</p>	<p>Learn What is Too Far Out of the Box Maintain Proper Perspective Manage the "Open Door" Manage the "Open Door" Speaker Manage the "Open Door" Topics Managing a Conflict Meeting with One of Your Direct Reports Managing a Conflict Meeting with One of Your Peers Practice Motivational Techniques Remove Barriers to Change Tackle Important Tasks First Take a Deep Breath and Count Target the Time Wasters Use the TIPS Test for Feedback</p>	<p>"Thinking Out of the Box" Problem Solving Effective Communication Effective Communication Effective Communication Conflict Resolution Conflict Resolution Motivation and Inspiration Change Management Time Management Problem Solving Time Management Effective Communication</p>
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Activities

<p>Analyze Processes Every Six Months Be a Star Catcher Collect Regular Feedback on Yourself Communicate Performance Expectations Conduct a Pros vs. Cons Analysis Create a Communication Guide Create a Monthly Recognition Program Create an Information Hub Create Shining Moments Develop a Time Management System Discuss Responsibilities Don't Drop the Ball Expect Teamwork Explain Rules and Policies Explain the Reason for a Decision Go on a Work Safari Identify Ways to Recognize People Improve Employee Morale List Desired Results Look at Obstacles You Create</p>	<p>Continuous Improvement Recognition Continuous Improvement Roles and Responsibilities Decision Making Effective Communication Recognition Effective Communication Motivation and Inspiration Time Management Roles and Responsibilities Employee Relations Employee Relations Effective Communication Decision Making Continuous Improvement Recognition Motivation and Inspiration Delegation Continuous Improvement</p>	<p>Look at the Big Picture Look For a Deficiency's Root Cause Make it Okay to Make Mistakes Manage Tasks Across Your Department Over-Communicate During Crises Paraphrase for Clarity Planning a Conflict Meeting with One of Your Direct Reports Planning a Conflict Meeting with One of Your Peers Prepare for Upcoming Change Provide Team Training Raise the Bar Together Remember Special Occasions Review Monthly Budget vs. Actual Review Priorities Talk to Other People About Obstacles Touch Base Every Two to Three Weeks Use Language that Empowers People Walk a Mile in Their Shoes</p>	<p>"Thinking Out of the Box" Employee Relations "Thinking Out of the Box" Roles and Responsibilities Problem Solving Effective Communication Conflict Resolution Conflict Resolution Change Management Employee Relations Continuous Improvement Recognition Cost Management Delegation Problem Solving Employee Relations Effective Communication "Thinking Out of the Box"</p>
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To order STOP and GO Binders, contact Innovative Management Tools. See back page for details.

Start Your Supervisor Development Program Today!

To order STOP and GO Binders, contact Innovative Management Tools.
Binder prices are as follows:

1 – 25 binders	\$79 / binder *
26 – 50 binders	\$69 / binder *
51+ binders	\$59 / binder *

* Sales tax (5.5%) and Shipping costs are not included in the prices above.



INNOVATIVE
MANAGEMENT
TOOLS™

Solutions for Change Management

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