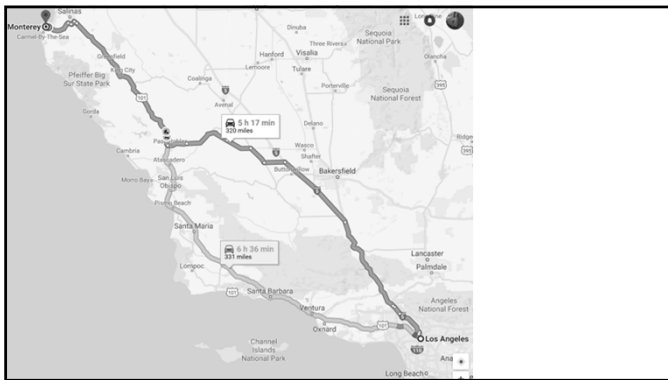


Supercharge your Facilities Department:
Four Management Tools to Achieve Results and Keep Good People on Your Team

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Get Results Keep Good People



Get Results Keep Good People

- One on Ones
- Feedback
- Coaching
- Delegation

See: www.manager-tools.com

One-on-One Tracking Form	
Team Member:	Date:
Personal Opener, Children, Pets, Hobbies, Friends, History, etc.	
Team Member Update (Notes you take from their "10 minutes")	
Manager Update (Notes you MAKE to prepare for YOUR "10 minutes")	
Future/Follow Up (Where are they headed? AND, items that you will review at the next O1)	

One on Ones

Get Results Keep Good People

Feedback

- Frequent
- Proximate
- Fast

Get Results Keep Good People

Feedback Exercise

1) When you do _____ , here's what happens:
_____.

2) Can you keep doing that?
OR
Can you do it differently next time?

Get Results Keep Good People

Coaching

Get Results Keep Good People

Coaching

1. The Purpose of Coaching is Encouraging Improved Effectiveness
2. Coaching is Necessary For Today's Discontinuous Business Environment

Get Results Keep Good People

Coaching Exercise

Step 1 – Collaborate To Set A Goal

Step 2 – Collaborate To Brainstorm Resources

Step 3 – Collaborate To Create a Plan

Step 4 – The Direct Acts And Reports
 On The Plan

Get Results Keep Good People

Delegation

- What
- When
- How to report back to you that it's done

Get Results Keep Good People

Delegation Exercise

- Please complete _____ by _____ ,
and let me know it's done via _____ .

Get Results

Keep Good People

- One on Ones
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