Effective Practices for Managers and Supervisors

**Complete** the chart detailing twenty (20) effective practices for managers and supervisors.

**Use** any of the textbook readings from Weeks 1-5. At least three examples should be from the Week 5 chapters.

The first chart shows two examples, including the general category of the practice (i.e., communication, motivation, conflict management, etc.), details, and source.

| **Number** | **Effective Practice** | **Category** | **Describe or Explain the Practice** | **Source in APA Format** |
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| *Ex. 1* | *Teleconferencing* | *Communication* | *Teleconferencing, or videoconferencing, can improve the efficiency of communication. It permits people at various locations to come together via audio and/or video, saving time and cost of meeting face-to-face.* | *Stojkovic, 2015, p. 120.* |
| *Ex. 2* | *Supervisory skills* | *Supervisory skills* | *Supervisors are more effective when they possess three types of skills: technical (specialized knowledge or expertise), human (the ability to work with and motivate people), and conceptual (the ability to analyze and diagnose complex situations).* | *Stojkovic, 2015, p. 239.* |

| **Number** | **Effective Practice** | **Category** | **Describe or Explain the Practice** | **Source in APA Format** |
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