

# **Being an Effective Manager and Still Sleeping At Night**

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# **Being An Effective Manager and Still Sleeping at Night**

- **Introduction**
- **What is A Manager?**
- **Activity – Leadership Assessment Guide**
- **Managerial Styles**
- **Time Management**
- **Common Staff Issues**
- **Management Issues**
- **Worklife Issues**
- **Developing a Survival Plan**
- **Points to Remember**
- **Questions/Answers**
- **Closure**

# What is A Manager?

- According to Webster
- A working Child Care definition
- What makes an Effective Child Care Manager

# Managerial Styles

- **Autocratic – makes all the decisions.**
- **Bureaucratic – by the book; according to procedures and policies.**
- **Democratic – keeps employees involved and aware of decisions.**
- **Laissez-faire – hands-off style.**
- **Mixed – a blend of the autocratic, bureaucratic and democratic.**

# **Time Management**

*Managing yourself over the long haul.*

- **Immediately stand up and walk toward the person.**
- **Get to the point.**
- **Repeat your statement.**
- **Block out interruptions.**
- **Make calls in chunks of time.**
- **Be an active listener. Repeat what is said for clarification.**
- **Be open for solutions from others involved.**
- **Know when to say “NO”. Don’t stretch yourself too thin.**

# **Common Staff Issues**

## **Supervision Issues**

- **Issues between you and staff**
- **Issues between you and your supervisor**
- **Recognizing Burnout**
- **Conflict Resolution**

# **Management Issues**

- **Dealing with difficult personnel**
- **Dealing with persistent problems**
- **Dealing with defensive behavior**
- **Dealing with hiring new staff or termination of staff**
- **Stopping the rumor mill**

# Worklife Issues

- **What are Worklife issues**

*The part of your Worklife that includes levels of higher management of which you have no control.*

- **Resolving these issues**

*Understand the chain of command.*

*Expand your knowledge of people skills.*

*Determine your own reach of power. (Understand your limits)*

*Approach your problems from behavioral diagnosis; planning and option building.*

*Stay calm and work on your own emotional health, stress management and personal coping mechanisms.*

# **Developing A Survival Plan**

- **Don't sweat the small stuff and it is all small stuff!**
- **Form a group with other directors in your area – someone to whom you can vent.**
- **Take some time for yourself – remove yourself from the facility from time to time.**
- **Change jobs with a staff for a hour – interact with the children. You will enjoy the change and the children will get a bang out of the interaction.**

# Points to Remember

- Don't take it personally
- Bring your workday to a close daily.
- Manage your stress.
- Measure your problems.
- Talk with someone trustworthy.
- Care about people and work.
- Practice good, sound health habits.
- Maintain your sense of humor.
- Document your accomplishments.

***Don't sweat the small stuff and it's all small stuff.***