

Management wisdom

FOLLOWING these simple suggestions for supervisors can make the difference between being just a “boss” or becoming an effective leader:

- Give your employees a good reputation to live up to.
- Express your appreciation, often.
- Do not criticize, condemn, or complain.
- Talk about your own mistakes before pointing out another’s.

- Sincerely praise even the slightest improvements.
- Ask questions and listen to employees’ suggestions.

These bits of management wisdom were submitted by William C. Evans, LTAP manager, FHWA. For more good ideas regarding effective leadership, go to his source: Dale Carnegie’s *How to Win Friends and Influence People*. •

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