Ten Things you need to know about managing people

1. Set clear employee work and conduct expectations.
2. Listen openly to issues and complaints.
3. Help employees eliminate barriers that keep them from meeting work and conduct goals.
4. Let employees know right away when they do a good job.
5. Let employees know right away when their conduct or performance is unacceptable.
6. Respond promptly, fairly and consistently to settle issues and complaints.
7. Balance your own strengths and weaknesses to help create a respectful work environment for everyone.
8. Set a good example—always.
9. Work closely with experts in your Human Resources office.
10. Managing people is your biggest challenge, but also the most rewarding.

“Creating a work environment where everyone is valued and respected.”

Governor Chris Gregoire