

# All About / Staff Management

With all those deadlines out there, who has time to worry about running a staff? Well, hopefully you do! But whether you have a large staff or a small staff, there is no need to worry. Take the advice below and everything will run smoothly!

## **PLAN AHEAD**

As a leader it is up to you to always know what is going on. Make sure you plan ahead and follow through with your plan. Others will look to you to be decision makers, and as such you want to create an atmosphere where others know you know what is going on.

## **ALL IMPORTANT**

No matter what is going on, treat everyone on staff fairly. Remember the Golden Rule, and even when there are problems, remember to treat everyone with respect.

## **JOBS**

To keep a sane, productive staff, make sure everyone has a job and they know how to do it. Have back-up jobs ready for those who get their work done early. Idle hands can cause distractions. And nothing is more annoying than annoying kids having fun while others are working hard.

## **LETTING GO**

Sometimes, some kids on staff just aren't going to work out. They came to class to socialize and coast. What to do? Cut your losses. While it might not always be possible to drop someone from class, work with your adviser in coming up with alternative assignments for those who aren't going to participate in the publications process.

## **PRAISE/CRITICISM**

People like to hear that they are doing a good job. Tell them, but don't do it so much it becomes patronizing. Publicly tell people they are doing a good job. Write a short note and give it to them. On the other hand, as a leader, criticize privately and avoid engaging in gossip and talking behind someone's back. Remember, as a leader you are always on. Others might overhear you and lose respect for the way you handle these situations.

## **RESOLUTION**

Sometimes people let you down and drop the ball. But sometimes these people aren't habitual offenders and deserve a second chance. During these times it is important to have something in place that isn't as harsh as being dropped from staff.