

## 3 Management Strategies Every Manager Must Use

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By **Jessika M. Ferm**

Many leaders secretly share with us that they wish they had received management training earlier in their careers. By the time they take on major leadership roles, it is assumed that they know HOW to manage. They tell us that this is rarely the case.

Effective management is a skill and, like other skills, it takes practice and patience to develop. Here are three proven tips that will give you a leading edge:

**Write down your top performance standards** and share them with prospects, clients, employees, and your boss. If you are not sure what they are or how to express them, chances are others don't know either and you are leaving a lot to chance.

**Become a "debriefing expert"** and help your people reflect on what works well and what doesn't. Former Top Gun pilot Chris Greene teaches managers in corporate America to formalize the debriefing process he learned in the military so

that it becomes a natural part of the team's continuous performance improvement process. In the military, failing to address and correct mistakes immediately can have disastrous effects. Organizations and corporations may not have lives on the line, but unchecked mistakes can prove very costly.

**Schedule time for strategic planning.** According to Pat Nickerson, author of *Managing Multiple Bosses*, senior executives spend between 30-40 percent of their time engaged in strategic planning. Managers, on the other hand, spend about 5-10 percent. This leaves little to no time to plan what to delegate, how to motivate, and resolve conflicts strategically. Avoid this trap by scheduling a recurring appointment with yourself to plan.

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