

SUPERVISOR



VS

MANAGER

The following are the major differences between supervisor and manager:
One significant difference between the two is that supervisor looks after the daily activities of the business while a manager doesn't.

Supervisor

A supervisor is an employee and the head of the front line management who watches the employees and their activities working under him/her. He/She has the authority to delegate the task to the individual workers, approve working hours and to resolve the payroll issues.



The major responsibility of a supervisor is to look after his men that they reach the targeted production level in the stipulated time.

- ➔ To implement the policies made by the upper-level management
- ➔ To make short action plans as a stepping stone to achieve targets.
- ➔ Assigning work to workers.
- ➔ Coordinate the people at work.
- ➔ Motivating, guiding and training subordinates.
- ➔ Preparing timely reports regarding the performance of the employees.
- ➔ Listening and resolving the worker complaints and grievances.



Manager

A manager is a person who manages the resources of the organization. By resources, we mean men, money, material, method and machinery. But not only the resources, but a manager is in charge of the entire management of the organization.

In general, a manager does not do any work himself but gets it done by his subordinates. He/She is the representative of the whole department, unit or division of the second level or top level management.

There are mainly five functions of a manager, indicated below:

- Planning
- Organizing
- Staffing
- Motivating & Leading
- Controlling Coordination



Management For Supervisors

Charles R. McConnell



Management For Supervisors:

Supervisory Management Dewan, Sudarshan, 1996 Contents The Supervisor and Supervisory Role The Development of Supervision The Supervisor's Job and Supervisory Training Supervisory Decision Making and Employee Participation Principles and Practice of Supervisory Management Communication for Supervisors What Every Supervisor Should Know Initiating Upward The Supervisor Faces the Boss **Management for Supervisors Workbook** United States. Federal Aviation Agency, 1962 *Supervisory Management* Sidney Callis, 2009-06-15 If you want to learn the keys to great supervisory management or if you want to help someone else improve their skills then this very practical book is exactly what you need This important book is ideal for anyone thinking of starting out on a supervisory career or anyone new to supervision or management who may not have had any formal guidance or training It looks at the whole range of skills needed for effective supervision of staff and processes and presents a logical effective and highly practical way to develop these skills This book not only looks at what the supervisor does and could do but it also provides the exercises checklists self evaluations and reminders to make an immediate impact These tools are found following each chapter and are a great way to focus the ideas of the chapter in ones mind The content focuses on those matters that are of direct relevance to the daily performance of a working manager supervisor in his or her job and provides the exact steps to immediate improvement The book will be useful for already established managers and supervisors and anyone newly promoted to supervisory level It covers the full range of important topics including leadership and supervision team organization planning and control problem solving communications time management delegation human relations and more *The Organizational Role of Supervisors* Jack Asgar, 1989 **Management for Supervisors** Paul Preston, Thomas Zimmerer, 1978 Management development guide for supervisors covers planning management by objectives decision making time budgeting leadership motivation communication discipline etc Glossary and illustrations **What Every Supervisor Should Know** Lester R. Bittel, John W. Newstrom, 1992-09-22 Long considered the standard in its field the sixth edition of this practical point by point guide to every major supervisory issue is now available in paperback It contains new discussions of such timely topics as the ways in which recent environmental trends and innovations affect productivity the impact of competency guidelines computer surveillance and expanding employee rights and more 30 line drawings **First-level Leadership** Vivette Payne, American Management Association, 2005 First level management it's where the most critical leadership needs must be met Now more than ever leadership is the determining factor in successful organizations Building and sustaining a competitive advantage requires leadership at all levels not just the top First level supervisors are in a unique position to provide this new leadership This book has been developed for the first level supervisor charged with providing leadership in a dynamic business environment Using assessments activities and case studies you'll learn how to manage the transition from supervisor to first level **What Every Supervisor Should Know** Lester R. Bittel, 1980 **Out of Print: Umiker's**

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