



# **STOP and GO™**

## **Supervisors' Toolbox Of Principles and Growth Opportunities**

Supervisor Development Program



Adding to Your Personal Supervisor Toolbox and  
Tracking Your Growth in the Journey to  
Becoming the Best Supervisor Possible



<b>STOP and GO Categories:</b>	
<b>Mindsets</b>	A way to think
<b>Skills</b>	Foundation blocks on how to act
<b>Activities</b>	Things that are done with or for employees

<b>STOP and GO Subcategories:</b>	
Change Management	
Conflict Resolution	
Continuous Improvement	
Cost Management	
Decision Making	
Delegation	
Effective Communication	
Employee Relations	
Motivation and Inspiration	
Problem Solving	
Recognition	
Roles and Responsibilities	
Time Management	
"Thinking Out of the Box"	

- The STOP and GO Process is easy to implement**
- Step 1: Select Your Areas of Focus**
  - Step 2: Organize Your Personal Improvement Plan (PIP)**
  - Step 3: Put Your Plan into Action**
  - Step 4: Review Your Progress**

STOP and GO™ (Supervisors' Toolbox of Principles and Growth Opportunities) is a supervisor development program that facilitates continuous improvement of key supervisory and managerial mindsets, skills, and activities. STOP and GO covers over 100 topics across 14 subcategories.

STOP and GO was designed to create and promote a mentorship and personal improvement program between a supervisor and his/her immediate manager. Through open assessment and communication about key development areas that are necessary or desired to effectively supervise the department, the supervisor and the immediate manager set development goals, develop actions plans to meet the goals, and track progress toward the goals.

The objective of the program is to help focus on specific areas that will help a supervisor grow and learn throughout his/her career. The program gives a starting point for a supervisor's personal training, but it is up to the individual to develop the skills and put them into practice.

Conveniently laminated progress Log Sheets mean that they can be cleaned off once a goal is met and started fresh when a new goal is set. This not only makes the STOP and GO binder easy-to-use, but it means that each binder becomes a lifelong development tool, allowing for new focus and learning as a person moves through his/her career.

The image shows three overlapping Topic Sheets. The top sheet is for 'Mindset' with the subcategory 'Effective Communication' and the title 'Avoid "My Way or the Highway"'. The middle sheet is for 'Skill' with the subcategory 'Delegation' and the title 'Delegate, Don't Dump'. The bottom sheet is for 'Activity' with the subcategory 'Employee Relations' and the title 'Don't Drop the Ball'. Each sheet includes a brief description, a list of benefits and challenges, and a small image related to the topic.

*Topic Sheets provide an explanation for the supervisor*

The image shows two overlapping Log Sheets. The top sheet is for 'Mindset' and the bottom sheet is for 'Activity'. Both sheets have a header with the category name and a section for 'The goal that I've set for myself:'. Below this is a 'My Personal Progress Log' section with a table for tracking progress. The table has columns for frequency (Never, Occasionally, Regularly) and rows for 'How often do I use this activity in my department?' and 'A situation when I have effectively used this activity:'. There are also sections for 'A situation when I could have done a better job with this activity:' and 'My next steps to using this activity on a regular basis:'.

*Log Sheets allow the supervisor to map progress toward the chosen goals*

The STOP and GO small binder format (5" x 8") is the perfect size for easy portability and is personalized to a specific supervisor by way of a business card holder on the back cover.

Over 100 topics covered! A lifetime of supervisor skills development for only \$79 per binder!

## Mindsets

<p>Accept that Change Need to Occur          Adopt the 5% Rule          Adopt the Solution-Plus-One Rule          Approach Crises as a Team          Avoid "My Way or the Highway"          Be Open-Minded          "Behold the Turtle"          Believe in the Power of Effective Delegation          Break Tradition When Appropriate          Check the Mirror First          Conflict Will Happen – We Are Humans          Conflicts Can Produce Positive Results          Consider All Sides of an Issue          Customize Recognition          Don't Cast All Decisions in Cement          Don't Hoard Information          Earn Your Leadership Title</p>	<p>Change Management          Continuous Improvement          Problem Solving          Effective Communication          "Thinking Out of the Box"          Employee Relations          Delegation          "Thinking Out of the Box"          Roles and Responsibilities          Conflict Resolution          Conflict Resolution          Decision Making          Recognition          Decision Making          Effective Communication          Roles and Responsibilities</p>	<p>Focus on Processes          Focus on the People          Hold Everyone to the Same Standards          Inspire Your Employees          Involve the Right People          Keep an "Open Door" Policy          Let Everyone "Hold the Trophy"          Let People Carry Their Own Weight          Manage Change Initiatives, Don't Just React          Manage Your Time and Others Will Follow          Pay Attention to "Middle Stars"          Recognize and Reward People          Use Budget Money as if it Were Yours          Use Internal Resources          Value Guided Reflection          Walk the Walk Yourself...First</p>	<p>Continuous Improvement          Employee Relations          Employee Relations          Motivation and Inspiration          Decision Making          Effective Communication          Recognition          Employee Relations          Change Management          Time Management          Employee Relations          Recognition          Cost Management          Continuous Improvement          Change Management          Roles and Responsibilities</p>
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## Skills

<p>Avoid Extremes          Balance Work and Home          Be a Continuous Learning Machine          Be Conscious of Your Body Language          Calculate the Value of a Meeting          Circulate Drafts for Suggestions          Clarify Expectations          Delegate, Don't Dump          Delegate Effectively and Appropriately          Do the Right Thing          Don't Get Defensive          Enhance Your Technical Knowledge          Get Excited About Positive Things          Investigate All Complaints          Learn to Be Empathetic          Learn to Listen</p>	<p>Decision Making          Employee Relations          Continuous Improvement          Effective Communication          Cost Management          Effective Communication          Roles and Responsibilities          Delegation          Delegation          Roles and Responsibilities          Effective Communication          Continuous Improvement          Recognition          Effective Communication          Effective Communication          Effective Communication</p>	<p>Learn What is Too Far Out of the Box          Maintain Proper Perspective          Manage the "Open Door"          Manage the "Open Door" Speaker          Manage the "Open Door" Topics          Managing a Conflict Meeting with One of Your Direct Reports          Managing a Conflict Meeting with One of Your Peers          Practice Motivational Techniques          Remove Barriers to Change          Tackle Important Tasks First          Take a Deep Breath and Count          Target the Time Wasters          Use the TIPS Test for Feedback</p>	<p>"Thinking Out of the Box"          Problem Solving          Effective Communication          Effective Communication          Effective Communication          Conflict Resolution            Conflict Resolution            Motivation and Inspiration          Change Management          Time Management          Problem Solving          Time Management          Effective Communication</p>
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## Activities

<p>Analyze Processes Every Six Months          Be a Star Catcher          Collect Regular Feedback on Yourself          Communicate Performance Expectations          Conduct a Pros vs. Cons Analysis          Create a Communication Guide          Create a Monthly Recognition Program          Create an Information Hub          Create Shining Moments          Develop a Time Management System          Discuss Responsibilities          Don't Drop the Ball          Expect Teamwork          Explain Rules and Policies          Explain the Reason for a Decision          Go on a Work Safari          Identify Ways to Recognize People          Improve Employee Morale          List Desired Results          Look at Obstacles You Create</p>	<p>Continuous Improvement          Recognition          Continuous Improvement          Roles and Responsibilities          Decision Making          Effective Communication          Recognition          Effective Communication          Motivation and Inspiration          Time Management          Roles and Responsibilities          Employee Relations          Employee Relations          Effective Communication          Decision Making          Continuous Improvement          Recognition          Motivation and Inspiration          Delegation          Continuous Improvement</p>	<p>Look at the Big Picture          Look For a Deficiency's Root Cause          Make it Okay to Make Mistakes          Manage Tasks Across Your Department          Over-Communicate During Crises          Paraphrase for Clarity          Planning a Conflict Meeting with One of Your Direct Reports          Planning a Conflict Meeting with One of Your Peers          Prepare for Upcoming Change          Provide Team Training          Raise the Bar Together          Remember Special Occasions          Review Monthly Budget vs. Actual          Review Priorities          Talk to Other People About Obstacles          Touch Base Every Two to Three Weeks          Use Language that Empowers People          Walk a Mile in Their Shoes</p>	<p>"Thinking Out of the Box"          Employee Relations          "Thinking Out of the Box"          Roles and Responsibilities          Problem Solving          Effective Communication          Conflict Resolution            Conflict Resolution            Change Management          Employee Relations          Continuous Improvement          Recognition          Cost Management          Delegation          Problem Solving          Employee Relations          Effective Communication          "Thinking Out of the Box"</p>
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To order STOP and GO Binders, contact Innovative Management Tools. See back page for details.

## Start Your Supervisor Development Program Today!

To order STOP and GO Binders, contact Innovative Management Tools.  
Binder prices are as follows:

1 – 25 binders	\$79 / binder *
26 – 50 binders	\$69 / binder *
51+ binders	\$59 / binder *

\* Sales tax (5.5%) and Shipping costs are not included in the prices above.



INNOVATIVE  
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