

HOW TO DEVELOP ACTIVE LISTENING AND PEOPLE SKILLS IN LEADERSHIP



If you are not particularly good at remembering names, put an employee wall by your office. This way, every time you walk by you will see the names and associate them with the employee .



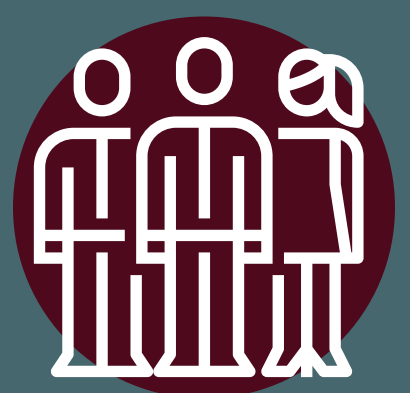
Attend events when invited, such as weddings, baby showers, and more. If you are terribly busy, stay for a short while and leave.

When you receive an email or information about an employee doing something positive or remarkable, be sure to email and congratulate that person.



Celebrate the anniversary of your organization by a get-together that involves sharing food. This will be an opportunity to talk, listen and get to know one another better.

If any of the employees are selling items for their children or grandchildren for fundraising purposes, be sure to let them know you are there to support. Contribute to their causes.



When an employee is out due to an illness, write a personal note and send to them at home, preferably with a small gift, to let them know you care. .