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Remember, effective  
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management comes  
down to two things:

Setting clear

expectations for team

members Holding team

members accountable

to those expectations

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Support: Offer  
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important task is structuring your accounts to match your form of organization, method of operation, legal reporting requirements, and management information needs. Effort here will pay dividends as long as you run your business.

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As a manager, you'll be able to gauge the team's success



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through a healthy record of activity. Start with this Trello template for a team knowledge base, or resource center. You can create one board to house all your important team information, FAQ, schedules, major project due dates, and more. Create Board From Template

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management, to win funds for crucial projects, to become fully integrated into the organization. Sadly, most facility managers lack even fundamental financial skills. The Facility Manager's Guide to Finance and Budgeting is the first primer designed to teach them the ropes quickly, concisely, and with minimum pain.

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throughout the year.

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field guide packed with  
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easier insights. For  
those taking on more  
responsibilities, those  
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fundamentals of  
project management,  
curated best practices,  
and resources for  
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beginners, all in one  
place.

**Project Management  
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As a new manager it's crucial to determine what should be a primary concern and what can be secondary to keep your team on track. To help prepare new managers for these decisions, I meet with them as often as possible for training, but I also share a lot of practical advice.

**The First Time  
Managers Handbook  
| When I Work**

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To help program managers fulfill these goals, the Administration for Children and Families has developed The Program Manager's Guide to Evaluation. The guide explains program evaluation - what it is, how to understand it, and how to do it.

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