

the public health educator.

SUMMARY

The training of a public health educator might be likened to building a home, where the undergraduate training becomes the foundation for the entire structure; the apprenticeship and graduate training might be the building of the first and second story of the home; the graduate field

training compares with the building of the roof and other finishing touches; and the in-service and advanced training might be compared to addition of new features and the repairs on the structure which are needed from time to time.

In the building of a home, these many features are essential, and likewise a fully qualified health educator can profit most where all these types of training are made possible.

Are You a Good Supervisor?

George B. Tremmel, Sr. Sanitarian (R)*

Do you know if you are a good supervisor? Many of us are good supervisors in all respects, but do we know why? What makes a good supervisor? Broadly summarized, it is the practice of the Golden Rule, "Do unto others as you would have others do unto you." Another way of saying it would be that good supervisors constantly apply the principles of human relations in their dealings with employees.

It is difficult for one to evaluate his supervisory ability from the above broad statements. To be a good supervisor, one must first understand the principles of good supervision and then strive to practice these principles. To do this, some device is needed by which the supervisor can test his understanding of the principles of good supervision and analyze and rate their application to his performance. In daily dealings with his fellow employees, a good supervisor must thoughtfully apply the primary rule of human relations as set forth in the Golden Rule. Skill in any art comes from thoughtful practice. The following are

suggested as the Ten Commandments of a good supervisor:

1. Be democratic—smile and be cheerful.
2. Give sincere appreciation for a job well done.
3. Do not criticize or condemn employees; instead offer constructive suggestions.
4. Be interested in your employees—make them feel important.
5. Encourage personnel initiative by asking questions instead of giving orders.
6. Correct mistakes as tactfully as possible; be firm with the employee, but never hurt his feelings.
7. Give employees an opportunity to demonstrate their abilities.
8. Encourage employees to submit suggestions or ideas. Listen to them.
9. Keep employees informed about their work—stimulate their interest.
10. Call your employee by name. It sounds good to him.

Daily application of those rules and their use as a yardstick for periodic self-analysis and appraisal are recommended for those who earnestly desire to be good supervisors.

*Administrative Services, CDC.