



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

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Course Code

(PMG506)

Advanced Project Management

Instructor's Name:

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When it comes to be a manager, a leader, or a supervisor, it is crucial to carry the responsibilities of others in order to gain the best results. As a supervisor for a local mail center, after recruiting qualified employees It is important to address and plan how to make the work succeed.

There are a lot of effective methods that supervisors use to make the work run smoothly. However, from my prospective, people should have clear goals. Also, since the operations run every day without stopping, it is necessary for the supervisor to make huddle with the team, create schedules, and make every member know his/ her duties. As a supervisor, walking and observing every step to detect if there is a step or something that need to be fixed is very important. Effective communication means that the supervisor tries to find the best ways of creating environment without conflicts.