

# MANAGING PEOPLE

WITHOUT UTILIZING

INTIMIDATION

and

MANIPULATION

**Human  
Resources**



*Monica Burns-Capers*

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# MANAGING PEOPLE

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This booklet offers tips and suggestions to **Women In Management Positions** who utilizes intimidation, manipulation and threatening tactics in order to get work assignments completed and most importantly to force *Respect* from members of their staff.

If you think now at this particular moment in your work life or know someone who have thought this way in the past, that this Management Style garners Respect and results in you can succeeding this way; the world that you have been living in is distorted and full of insecurity and instability. There is not a passage in any book that I've read, where forcing Respect from people by utilizing Intimidation Tactics is the way to the top. The only top you'll reach is that concrete that your butt will be thrown upon, once you're thrown out due to your own demise.

Enjoy!

*Monica Burns-Capers*

## THE UNSTABLE AND INSECURE MANAGER

Why is it that, you as a Manager, have to make people fear you or cringe whenever they see you coming? You think that this type of behavior is stellar and gets you respect, so you walk around with your chest stuck out all day, being a complete Bully. You are confusing your Insecurity Issues with Confidence. You apply intimidation tactics and threaten your staff's jobs, if they do not accomplish a certain task that you can't even complete yourself. You expect them to comply to your rules.....and your rules just don't work!

If you were a normal person with tact and compassion, maybe then you would understand the normal world that your staff lives in. Just because they cringe when they see you coming or hurry back to their offices, it doesn't mean that they are afraid of you. They just don't like you! Who would want to be around someone like that five days a week, not counting the weekends you require them to work, or you'll threaten to fire them.

Who told **YOU** in the first place that you could even "manage people?" You are unstable and you feel threatened whenever someone smarter or attractive works around you. You thrive well in an environment full of incompetent people, because this is the only way that you can feel "smart & powerful." On the next page is a listing of Tips to assist you in gaining some respect from your staff, if it's not too late for you.

## TIPS FOR THE UNSTABLE & INSECURE MANAGER

- > When you arrive to your office every morning, try greeting your staff members for a change, instead of walking by giving orders.
  
- > When asking a member of your team to complete a task, there is no reason to talk loudly to them, or berate them in front of others. This makes you feel powerful because of your own "insecurity issues." What if that staff member has had enough of your non-sense and berated you in front of others? How would that make you feel? Think about it for a second.....put yourself in their place.
  
- > Do not treat your staff as if they are kids. These are grown people that work with you and have their own families. You should always treat them as such. What do you have to lose, besides your rudeness.
  
- > Never ask members of your staff to complete a task that you yourself wouldn't attempt to do.
  
- > Never show favoritism to others because they kiss your butt and do everything that you say. That makes other staff members assume that if they don't kiss your butt, they will never move up in the company or worse.....fired!

## THE MICRO-MANAGER

Why do you have to always look over your staff's shoulders when assigning them a task? If you are going to delegate a member of your staff to complete an assignment, allow them to complete it without hovering over them every second!

You act this way because you want control of everything. I understand wanting a job done right, but come on now, obviously you thought this person was capable of completing the assignment or you wouldn't have assigned it to them.

You want to feel important and you want your staff to see you as important. This is another form of intimidation tactics. You know that hovering over someone's shoulders instantly makes them nervous, and you get a thrill out of this. Are you not getting the respect at home? So you have to come to work to intimidate others and force respect.

There is no need to Micro-Manage the staff who you are delegating assignments to. You hired them because you obviously thought that they were a great asset to your team. Hovering over their shoulders all day, just goes to show, that you obviously don't have enough to do yourself. There are a listing of Tips on the next page to assist you on controlling yourself and tending to your own business!

## TIPS FOR THE SILLY MICRO-MANAGER

- > When delegating an assignment to a member of your team, allow them to confidently complete it without breathing down their necks every second of the day.
  
- > When assigning a member of your team an assignment, there is no need to speak slowly and loudly to them as if you are teaching a Special Ed class or something. It is just not necessary. They probably comprehend better than you anyway!
  
- > Stop trying to control everything and everyone around you and allow others to shine once in a while. Stop taking all the credit for their work and learn to recognize their efforts and reward them accordingly!
  
- > Find yourself something to do! If you find yourself always hovering over your staff members shoulders, you need a heavier work-load. You are not doing enough to contribute to the company, unless you consider Bullying to be a "Job Responsibility!"



## THE "ALWAYS STARTING CONFUSION" MANAGER

Okay so we all know a manager or we have worked with a manager that is as messy as the mud a car has just splashed on you during a rainy day! Right? They love to create confusion, discard, and chaos!

Well if this is you.....you are insecure, have no self-confidence, and thrive on others misfortunes. You are evil, deceitful and conniving. Nothing you do or say has any merit. You expect others to agree to all of your confusion that you have started within the company, and when they don't, you attempt to make their jobs hard on a daily basis. You have no business leading a team, let alone, a whole company! Who was drunk when they put you in charge of things?

When you were hired, others felt as though the hiring party were hit across the head with a very blunt object. You have caused high turn-over rates in the company and all of the values and ethics have gone out the door, along with the valuable employees you forced out!

Your days are always numbered and never think that you can get away with all of your wrong doings. It will catch up with you and the outcome will be more severe than the harsh and cruel torture you put your staff through daily. There are tips on the next page to assist you.

## TIPS FOR THE "ALWAYS STARTING CONFUSION" MANAGER

- > If you find that you are always in the middle of every negative situation within your company, it is high time you made changes.....starting with yourself!
  
- > If you are just intent on creating confusion because you are envious, you have a lot of work to do on yourself and you do not need the job title as Manager in your life right now. You need to work on your Confidence, Self-Esteem, and your Common Sense. You create confusion because you are not happy with yourself and your life. It isn't your staff members fault that your husband wouldn't hold your hand while shopping at the grocery store last night. Don't bring that stuff to work.....leave it in your broken home!
  
- > If you work with an attractive, intelligent, and productive woman, stop making her job hard because you are envious of her. If you knew she was going to be a problem for you, "Why In Hell Did You Hire Her In The First Place?"
  
- > Don't think for a second that because you are "*close*" with certain members on the team, that they are loyal to you. Everything that you say and do, are being observed and probably reported.

## THE CON-ARTIST MANAGER

This is the type of manager that will try to bribe you or *exaggerate* the excellence of your skills to get you to do certain things. She might say something like this *"Ms. Davis, could you complete this project for me? You are the smartest person on our team and the right person for this assignment. You are very bright and you never mind doing whatever I ask!"* Do not allow yourself to become a victim in this con-artist's game.

This manager has already asked everyone else on the team, and all other staff members said "No!"

This type of manager can get whatever they want using manipulation, but it doesn't last very long. Sooner or later, the team will start to pay attention to the manipulation and the manager will be stuck completing the work themselves. Something they should have been doing all along! Another tactic these type of managers use, is purchasing things for the staff or always giving their staff elaborate gifts and such, and having the audacity to say *"To Whom Much Is Given, Much Is Expected!"* If you accept gifts from your boss or she has helped you out of a bind in the past, she will definitely use it negatively in the future. She wants you to feel guilty and as if you will forever owe her. She will always ask you to stay late, complete other's work, and so on and so forth. If you refuse..... *"Remember When I Did This For You!"*

## TIPS FOR THE CON-ARTIST MANAGERS

- > Do not exaggerate a member of your team's job skills in order to persuade them to take on a project. Be honest and explain to them the "real reason" you need them to complete the task. Your Form of Flattery Will Get You No Where!
  
- > Do not manipulate your team members for any reason!
  
- > Do not purchase things or give elaborate gifts to your staff. And if your staff accepts your gifts, never expect more than usual from them. This gives you an unrealistic sense of twisted power over them in the future. You feel that because you bought them things, they will be required to perform favors for you in the future. It doesn't work that way. Your team members did not ask for the gifts! You bought them with the wrong ideas in your simple little mind.

## CONCLUSION

If you are a Woman in a Management Level Position supervising others, and you are upset by what you have read in this booklet, Change Your Ways!

There is not one reason that I could find, on why you should manage others by utilizing Intimidation and Manipulation Tactics. It gets you no respect at all. It only makes your team members despise you and wish that you got sick and bedridden. As harsh as that may sound, in some cases, it's true! Work on yourself and take care of your deep-rooted Self-Esteem and Security Issues, before you even attempt to *Lead* another team anywhere!

**Get It Together! To Get Respect, Give It!**

Until My Next Report,

*Monica Burns-Capers*

## About The Author

Monica Burns-Capers is an Expert Author, Freelance Writer, and Self-Development Consultant. She is President and Founder of *Monica Mi'Chelle Communications - A Professional Writing & Self-Development Firm*. She is an Expert in her field with over fifteen (15) years of experience, and has authored several eBooks, Children eBooks, eSpecial Reports, and other Reading Informational Materials. Monica Burns-Capers Has Also Written For Several Nationally Published Publications and Popular Websites. She is a Regular Featured Expert Author and Writer on many Websites - Most Recently A Featured Writer On The New Dove Campaign For Real Beauty Website.

Monica Burns-Capers is a member of the National Association for Female Executives (NAFE), the Manchester Who's Who in Business for Professional Executives Registry, and the Empire Who's Who Professional Business Executives Registry.

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