



INTERNATIONAL
TRADE
ADMINISTRATION

Tips on Leadership Best Practices

To learn about these leadership best practices, please click on the topic. If you have a topic you would like to learn more about or would like to provide us with a leadership best practice that you have implemented, please e-mail us at ITABestPractices@trade.gov.

I WANT TO LEARN MORE ABOUT...

Developing
My
Staff

Handling
Poor
Performers

Building a
Productive
and
Collaborative
Team

Communicating
Better
with
My Staff

Conducting
Effective
Meetings

The
Hiring
Process

Writing
Effective End-
of-the-Year
Performance
Summaries

Recognizing
and
Rewarding
Employees

Setting
Expectations
and Managing
Employee
Performance

Having
Difficult
Conversations