



New Managers, set yourself up for success

Congratulations! You have worked hard, made significant contributions as an individual and now you have been rewarded with a promotion to Manager. Are you ready? Many new managers are not. Here are some tips you can use to set yourself up for success as you take on this new level of responsibility.

- 1) Make sure you start with the right paradigm: Your performance is no longer about you and the work you produce. It is now about your team and their collective results. Your new paradigm must focus on the team and how you lead and manage them. Success requires a whole different set of skills than it did as an individual contributor.
- 2) Set expectations with your team: What kind of team do you want to be? What are your goals and plans for achieving them? Are you taking over a well-managed cohesive team or are you coming into a difficult situation of righting the ship? Are team members going to welcome you into your new role or will there be some bitterness that they were overlooked for your role? Knowing what you are getting into and getting through the transition quickly will help set you and your team on the right path.
- 3) Create some structure for your team: Weekly or bi-weekly team meetings are great for checking-in as a team, setting direction and mobilizing action. These meetings should be focused on celebrating achievements, identifying issues, and mobilizing your resources to move forward on achieving the team's goals. One-on-one meetings with team members are also helpful in this regard. Set up a cadence that makes sense and does not over burden yourself or the team with too many meetings. You can also tweak the frequency and agenda of these meetings as you move forward and learn more about what the team and business needs.
- 4) Be ready for your new "manager" duties: You will need to manage the performance review process for your team. Often new managers do not think about this until HR emails that the deadline is a short time away. It is best to start thinking about this responsibility right out of the gate. Start documenting performance (good and bad) so that you have references for making your formal reports. Start coaching right away with your staff. Build rapport with your team and demonstrate a genuine desire to help them succeed. Performance reviews can be a great launch pad for future success but only when you approach as such and put in the work to make it so.
- 5) Find a mentor or a coach and use them: As a new manager you are going to make mistakes and learn as you go. A great way to mitigate this reality is to have a mentor or a coach. This should be someone you respect and admire. Someone whose management style is a model that you would like to emulate. Once you establish a relationship with a mentor or a coach, they can be invaluable for giving you advice and helping you avoid traps and pitfalls that new managers often find themselves in.

Leading a team can be the most fulfilling and challenging experience. Embrace your leadership responsibility and meet the challenges head on as a team. Together success is yours for the taking.
