# Ten tips to new managers



Moving into a management role, either within the company in which you have been working or in a new organization, is a huge achievement. For a lot of people, it is seen as the payoff for all their hard work, a reward that is a new and welcomed challenge. However, it can be overwhelming and quite daunting to be handed a new responsibility; people are suddenly reporting to you - seeking direction and expecting you to have the answers. Here are ten tips to help you through this transition and allow you to shine in your new role.

**Be the best people person you can be**

Being a manager is about more than making brilliant organizational decisions. It's about managing people. Pay attention to developing and improving your people skills including your emotional intelligence. Being great with people is more than half the battle, so work at it.

2. **Communicate transparently with your employees**

   Similarly to the above, communication with your direct reports is paramount to being a successful manager. Transparency in this case means being open with them about your expectations, sharing any information that may help them do their best work and encouraging feedback on your performance. This also includes the importance of listening: listen to your employees' ideas and incorporate them into your strategies as much as possible.

3. **Recognize a job well done**

   When someone who works for you displays excellent work, tell them and reward them in whatever way is appropriate. Positive feedback is a great way to establish a healthy and trusting relationship between you and your team.

4. **Don't be afraid to step into your new role**

   Since you have spent the vast majority of your career reporting to one or several managers, it can be intimidating to suddenly be given the authority of being "the boss". You may feel like this power is unearned or even like you are an imposter. Taking charge and speaking with authority is important, it allows your reports to trust you and your decision making.

5. **Learn skillful negotiation**

   As a manager, you will be negotiating more than ever before. Negotiation does not need to mean conflict and it is in your best interest to learn how to negotiate well. If you are looking for additional information on negotiation, there are plenty of great resources available at your fingertips that can help you learn more about this skill.

6. **Anticipate and embrace change**

   In your time as manager, things will change greatly. It is speculated that as millennials take over more and more executive roles, the fundamental structure of workplaces will change dramatically. Resisting change is mostly a futile endeavor, so embrace the changing tides and adapt to the inevitable.

7. **Foster diversity**

   A diverse workplace is a strong workplace. Different points of views are invaluable in a changing workplace and having people with a wide range of identities and experiences as part of your team will mean that you get multiple perspectives to appreciate and integrate.

8. **Create a culture of learning**

As a people leader, one of the most effective ways you can create a learning culture is by establishing a workplace in which continuous learning is encouraged at all levels of your organization. A culture of learning goes far beyond “training days”, lunch ‘n’ learns and the occasional seminar or workshop. Rather, it permeates every aspect of a business. It focuses not only on improving products, but enhancing and developing your organization’s most important asset – your people. Make your workplace one where learning new skills and information is rewarded and encouraged.

9. **Start thinking about retirement**

   Moving into a management role means you have probably been working in your field for some time. If you have not already, now is a good time to begin planning for retirement, even if you are still young. It is never too early!

10. **Take care of yourself**

    Management positions are stressful. Self-care is of utmost importance for you to do your job and do it well. When you find yourself working around the clock, make sure to build in time for yourself to rest, be with your friends and family and do relaxing, nurturing activities.

Taking on a new role in management is a challenge but hopefully it is an exciting one and you wouldn’t be here if you weren’t ready. Expect a learning curve and a bit of stumbling and adjustment at first and at the same time embrace your new role and step into it with grace - enjoy the ride and good luck!