

14 NEW MANAGER MISTAKES AND HOW TO AVOID THEM



IF YOU WANT TO SET YOURSELF UP TO FAIL ...

1. Lock yourself away and never ask about what your employees do and the tasks that they find challenging so you can support them.
2. Act like you know everything and don't leverage the strengths of your team members.
3. Make a lot of promises that you can't keep about things you are going to change.
4. Be too afraid to do anything different or lead in a new way because you're worried the team won't like it and will get angry with you.
5. Take a hands-off approach with your employees because you don't want to micro-manage them and absolutely don't provide consistent feedback.
6. Keep your vision to yourself and never discuss it with the team. Never talk about what you want to create together.
7. Use time that could be directed towards investing in building personal relationships with each team member for other tasks like (re)checking a document for mistakes.
8. Communicate the same way with everyone, never adjusting your style to the person your speaking to - and never have a lot of communication with your boss.
9. Ignore blatant employee issues and hope they just work themselves out. Let them continue to affect team morale.
10. Spend a majority of your time trying to inspire employees who are unhappy or are low performers.
11. Avoid taking responsibility for your mistakes and certainly don't fess up to your team about it.
12. Don't stick up for your team in management meetings.
13. Let employees that work for you (who are angry they weren't chosen for the management position) intimidate you.
14. Never ask your employees what they need from you or share what you need from them to create a successful, effective working relationship.

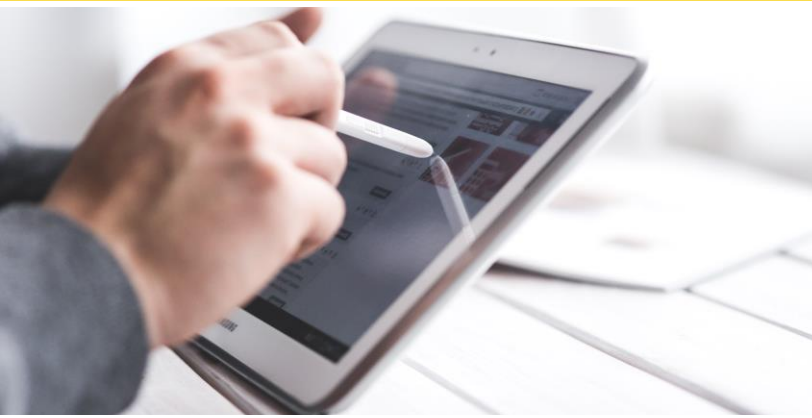
NEW MANAGER SCORECARD

How do you currently utilize best practices in management to gain respect as a new manager?

Use the following scorecard to determine where you may already be using best practices and areas where you could improve your own performance. Based on this assessment you can set personal development goals to focus on.

Please circle the number that best describes your answer.

How often do you:	Never	Seldom	Occasionally	Frequently	On a regular ongoing basis
1. Clearly communicate the organisation's vision and strategic plans to your team?	1	2	3	4	5
2. Set specific, measurable performance goals with your employees that tie to business objectives?	1	2	3	4	5
3. Give employees positive or corrective feedback about their performance?	1	2	3	4	5
4. Recognize employees for maintaining expected performance?	1	2	3	4	5
5. Identify inefficiencies in your work area and take steps towards process improvement?	1	2	3	4	5
6. Have employees come to you with questions or problems?	1	2	3	4	5
7. Utilise coaching techniques to help employees grow and develop?	1	2	3	4	5
8. Follow up with employees to ensure they have the resources and support to reach goals?	1	2	3	4	5
9. Utilise an outlined project plan to attain goals?	1	2	3	4	5
10. Flex your behavior or management style to meet the needs of your employee?	1	2	3	4	5
11. Take time to assess if your communication approach with employees is achieving the results you desire?	1	2	3	4	5
12. Use problem-solving strategies to identify the root cause of a problem?	1	2	3	4	5
13. Track and measure the variance between goals and actual performance?	1	2	3	4	5
14. Help employees define action plans towards their career development goals?	1	2	3	4	5
15. Involve your team in strategic planning discussions for the future?	1	2	3	4	5



SCORECARD RESULTS:

Highlight the areas where you circled 1, 2, or 3. These are areas that you may want to focus on to develop and enhance your management skills. List your areas for personal development and improvement below. Answer the questions that follow:

1. _____
2. _____
3. _____

What will be the benefit of improving my skills in these areas for:

My Self?

My Team or Department?

My Company?

What significant changes might I notice as a result of improvement in these areas?

MY PERSONAL COMMITMENT TO ACTION PLAN

In today's workshop I learned about the mindset of a successful new manager and what they focus on to gain respect of their team.

I assessed what current best practices I am using as a new manager and developed a personal improvement plan. Today I am making a personal commitment to take action on my improvement plan and continue to develop a strong relationship of trust and respect with my team.

Name: _____ Date: _____

1. My top 3 areas of greatest opportunity are:

2. Key steps I need to take to improve in each area listed above:

3. What support will I need from others? Who will I ask?

4. How will I know that I have been successful in improving? What change will I notice?
