

DEVELOP YOURSELF AS A NEW MANAGER

START NOW

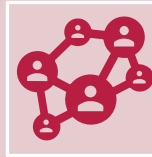


AchieversHR
Customised HR Solutions

DEVELOP YOURSELF AS A NEW MANAGER!



ARE YOU A NEW MANAGER?



Do you want to learn the key skills that every leader-manager needs?



Becoming a new leader-manager can be a challenging experience, so while you identify your priorities and find out exactly what needs to be done, let us help you get started.



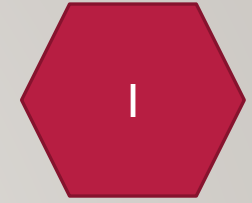
Here are six steps to transform yourself into an inspirational leader-manager, which you can start to practice in your working life.

BEFORE YOU
BEGIN...
FIND YOUR
WHY...

“There are leaders and there are those who lead.
Leaders hold a position of power or influence.
Those who lead, inspire us.”

Simon Sinek in “Start With Why”

BELIEVE THAT YOU ARE A LEADER



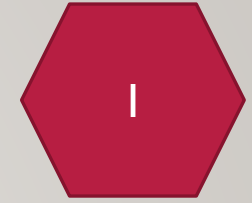
Believe in yourself. People trust those who showcase confidence.

So, hold your head up high because you have the confidence and the capability to do your job.

You will be able to take on challenges and pressures only if you remain true to your own self.



BELIEVE THAT YOU ARE A LEADER



Maintain a positive mental state of optimism and do not forget to keep yourself motivated especially during tough times or after a setback or after facing criticism on some action.



BELIEVE THAT YOU ARE A LEADER



Remember that you are not who your predecessor was and also remember not to keep on emphasizing either the similarities or the differences in your way of functioning.

The most important quality of a leader-manager is the ability to set a valuable goal and stick to it until it is achieved. This clarity of purpose is a powerful thought focusing on action towards definite results, rather than on simply reacting to circumstances and events.



BELIEVE THAT YOU ARE A LEADER



Aim to always improve yourself as a leader.

Have the courage to do better each day and
become a better version of yourself.



FOLLOW A STRONG MORAL AND ETHICAL CODE AND SET AN EXAMPLE

2

Be honest and trust your team members.

Be fair and consistent and find out for yourself their strengths and weaknesses.

Successful managers and leaders bring out high honesty, sincerity and consistency in their interactions leading to high credibility in their own work and in the work of their team members. They say what they mean and do what they say.

FOLLOW A STRONG MORAL AND ETHICAL CODE AND SET AN EXAMPLE

2

Whenever possible, build trust with your team members and let them know that you will avoid giving them surprises, whenever it is in your power.

BE A GOOD LISTENER AND COMMUNICATOR

3

Listening is one of the most valued skills in good leaders. It involves sitting one-on-one and giving your full attention to understand and then later on plan your course of action.

BE A GOOD LISTENER AND COMMUNICATOR

3

In fact, great managers are attentive to their people and they listen closely to their needs. The ability to accurately explain your goals, ideas, and feelings to others, in such a way that they will understand you, agree with you and act in accordance with your suggestions will reinforce your leadership.

BE A GOOD LISTENER AND COMMUNICATOR

3

You can observe, ask questions, and even solicit inputs. Let people know that you are open to being contacted and to being informed about any problems.

BE A GOOD LISTENER AND COMMUNICATOR

3

Provide clear instructions and information that the team members need to complete their tasks and try to avoid miscommunications and misunderstandings.

BE A GOOD LISTENER AND COMMUNICATOR

3

Encourage team members to seek clarifications and let them know that you care about them. The most important factor being that when people speak with you, they know that they will be heard.

LEAD EMPLOYEES TO THE RIGHT ANSWERS

4

Leaders have tremendous opportunities every day to make a difference in the lives of people they interact. Inspirational leaders can create a positive and a fulfilling work atmosphere.

You can inspire and motivate the positive emotions of self-belief and self confidence in your team members. Do not let fear, or negativity weaken the team or its spirit. You can motivate and create a positive work atmosphere.

LEAD EMPLOYEES TO THE RIGHT ANSWERS

4

Encourage your staff to seek clarifications and support, whenever necessary.

Guide them towards resources they need and people they need to talk to for guidance.

Make yourself available for clarifications and for providing support. Move around among your staff and be visible.

ENCOURAGE TEAMWORK & BRING OUT THE BEST IN PEOPLE

5

- Inspirational leader - managers do more listening than talking, because they believe that their job is to help their people solve problems and succeed.
- By helping employees identify the unique talents they have, you can help them to align their strengths to bring out the best in your team.
- Value what your team members say and give credit to them for their work accomplishments and contributions.

ENCOURAGE TEAMWORK & BRING OUT THE BEST IN PEOPLE

5

By building capabilities to perform required tasks and to achieve the desired results, you can make your team members better at their jobs.

You can get inputs and draw out diverse opinions and perspectives.

ENCOURAGE TEAMWORK & BRING OUT THE BEST IN PEOPLE

5

You can guide and harmonize relationships and conflicts in a professional and objective manner so that your team members are able to synchronize their actions and complement and reinforce each other.

SEEK A SEASONED MENTOR

6

Seek out senior people who can guide you, coach you and mentor you to help you to adapt your mindset, to succeed and understand how to find your way while improving your personal and interpersonal skills.

SEEK A SEASONED MENTOR

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Developing rational and logical thinking analytical skills and formulating detailed action plans with a mentor will help you to prioritize, plan and delegate. You can learn what to focus on and spend your time and energy on.

AND NOW... TAKE THE NEXT STEP

Remember success does not come on a silver platter. It does not happen by chance. It has to be earned, relentlessly and enthusiastically. We can help you to develop a step-by-step systematic approach to define what you want and how to go about achieving it.

If you want to stand out, you have to do something that is beyond what everyone else is doing.



YOU AND ONLY YOU CAN TAKE THE NEXT STEP

Let your effort, determination and persistence define your success.

Luck will always be a catalyst to help you speed up your journey.

Unlock your potential as a new manager by developing yourself to become more proficient and efficient and to support, motivate and empower your team members for better performance and results.



HOW CAN WE HELP YOU ?

We offer live, virtual and in person programs with coaching and mentoring sessions for your most valuable assets.

We can custom design programs specific to you/your organization .
Contact us for a discussion about your specific needs.

Find out more on our website www.achievershr.com

Reach us by email: info@achievershr.com

