

“Praising employees can be part of your day-to-day communication with your team”

10 Tips

How to lead a team as a first-time manager

Narelle Lester,
Managing director,
Regan and Dean
Recruitment

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Accept that you will still have lots to learn

You will have worked hard for your promotion and will have ample expertise in your chosen field but you may find that you lack self-confidence in your ability to lead. Be prepared to learn from others - including your new team.

2

Communicate clearly

Always keep your team fully informed of project goals, priorities and those all-important deadlines. Effective communication will be essential in both establishing your credibility and gaining the support of your team, so make sure you provide clear direction and always welcome questions and feedback.

3

Set a good example

Demand from yourself the same level of professionalism and dedication that you would expect from others. If you expect the team to be upbeat and friendly, then make sure you are. If you expect written reports to be error-free, double check your own.

4

Encourage Feedback

Sometimes employees are unwilling to speak about certain issues unless prompted. Canvass opinion on issues such as support, training and resources and maintain an open-door policy, so that your team knows you are willing to listen and help provide

5

Offer recognition

By publicly recognising the efforts and achievements of your team, you not only build up their confidence but also encourage future contributions and effort. Praising employees can be part of your day-to-day communication with your team.

6

Be decisive

A quality leader needs to make a decision and stick to them. People do not feel comfortable with someone who changes his or her mind.

7

Help your team see the “big picture”

Time to explain to your team members how their assignments and projects fit into the company’s larger goals and overall objectives. This will help demonstrate that every task they

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Create an environment of learning and development – and include yourself in this process

Encourage your team to explore new methods for reaching their individual and for the company’s goals. Allow them to make and learn from mistakes and make a point of rewarding new and innovative ideas. and computer.

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Provide professional guidance

A good manager and leader will also be a mentor, so make yourself available to staff and show interest in their career development within the company. Don’t overlook the motivational power of positive reinforcement – your staff will appreciate your commitment to their progress.

10

Be patient with yourself

Developing strong managerial skills takes time, especially as you adjust to your new position. Seek guidance from colleagues and your line manager when you need it. In doing so, you will enhance your leadership abilities and make strides to becoming a great manager.