

LEADERSHIP LAB

A NEW MANAGER'S JOB AID



COMMON PITFALLS



Avoiding difficult conversations

New managers often shy away from conflict, leading to unresolved issues and diminished team accountability.



Trying to do everything yourself

The "doer" mindset prevents the manager from scaling their impact and stunts the team's growth.



Not setting clear expectations

Failure to define what success looks like results in confusion, wasted effort, and missed deadlines.



Staying in a peer mindset

Struggling to establish professional boundaries makes it difficult to provide objective feedback or make tough decisions.

WHAT GOOD LOOKS LIKE



Set clear expectations early

Establish the rules of engagement and performance standards from the very beginning of the relationship.



Address issues directly and respectfully

Handle performance or interpersonal challenges with candid, professional communication to maintain team health.



Delegate and build ownership

Empower team members by assigning responsibilities that foster autonomy and skill development.



Lead with clarity and consistency

Provide a stable environment where decisions are understandable and follow a predictable logic.

YOUR FOCUS THIS WEEK (WORKSHEET)



One conversation I need to have

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Identify a specific individual or topic that requires a direct leadership discussion this week.



One expectation I need to clarify

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Pinpoint a task or role requirement that is currently vague and needs better definition for the team.



One action I will take as a leader

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Commit to a specific behavioral change that moves you away from a peer mindset or toward better delegation.



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