



## MANAGER'S FIRST WEEK

This guide should be used to help you acclimate into your role as a new manager. The recommendations should be considered best practice for the new manager's first week or a valuable reset for current managers. This will help you define your role, get to know your employees, and start leading your team.

### Define your Role

Gain work clarity and guidance from your supervisor to ensure your leadership will foster a successful team.

- Schedule a 1:1 with your supervisor to discuss their expectations and your job description duties Determine measurables you are responsible for and deadlines
- Identify team members you will supervise and their performance background
- Determine systems or technology you need access to
- Create a Business Rhythm with due dates
- Meet with your HR Consultant and HR Specialist

### Listen and Learn Tour

This is a very important interaction with employees and will help you be accessible as a leader. This interaction will be the building block to creating trust with your team.

- Host a team meeting to introduce yourself
- Meet with employees in order to gain trust, to be approachable, and to learn about your team
- Ask employees what motivates them and what types of qualities do they need in a leader
- Communicate how you plan on leading (through 1:1, open communications, etc.)

### Prepare for your 1:1 with your team

Benefits of 1:1 will maintain team alignment, boost employee engagement, increase productivity, create clarity of roles and responsibilities, coach professional development, strengthen your relationship with your employee and set clear action items for both manager and employee to ensure department moves in direction

- Schedule reoccurring meetings, at least monthly if not more, based on department needs
- Use a template to ensure you both contribute
- Discuss their responsibilities and projects they are working on
- Determine your employees' needs
- Set expectations and goals for department