

TEN TIPS TO HELP FIRST TIME MANAGERS BE BETTER



Summary: *First time managers have a lot of learning to do so here are ten parts of management that managers can improve on to be effective.*

Most first managers never get sat down and trained on how to be effective managers. Many are selected because they are hard workers and exhibit some leadership skills that the company finds valuable. Unfortunately, these first time managers miss out on being taught how to be a great manager for all aspects of the job. Here are ten leadership tips for first time managers so that they can grow to be the best managers possible.

1. Be open to learning

As a first time manager or even experienced manager, there is still a lot to learn. All managers have leadership skills and industry knowledge, otherwise they wouldn't be given the promotion but that does not mean managers know everything. You must be open to learning new skills and ways of managing. Your team is very likely the best ones to provide you with chances of learning and growth so don't discount their ideas and feedback just because you are their boss.

2. Be clear in your communications

Keep your team clearly informed of project goals, priorities and deadlines. A good communicator is able to establish credibility and gain support from their team. The way to do this is by giving clear directions and welcoming questions and feedback from others.

3. Ask for feedback

There is no better way to learn where your shortcomings are than by asking for feedback from those you directly work with. If you want honest feedback from your team, have them submit their feedback anonymously. Do not corner members of your team over something they said in their feedback. They are being honest in what they see as problems with your management style. Use the feedback to make improvements to how you manage the team. If your team feels that you ask for feedback but do nothing with it, they won't be willing to keep providing feedback.

4. Set the example

Set the example of what you want your team to be like. If you want them to be open in their communications, then you must be too. If you want them to put in hard work, then you need to be willing to stay late, putting in extra hours to show you are willing to put in hard work as well. A team will look to their manager to learn what rules they can break and get away with.

5. Give recognition

Publicly acknowledge the work and achievements members of your team or the team as a whole make. This will show that you not only appreciate them but are proud enough of the work they do to make a big deal of it. This will help boost their confidence in addition to future contributions and efforts to the team. You can do this on several different levels depending on the type of achievement.

6. Be decisive

A good leader and manager makes decisions and sticks to them. Part of their responsibility is to make decisions so make sure there is strong evidence supporting the decision and then stick to it. If you constantly change your mind, your team will be uncomfortable that you may make changes in the midst of a project or once they have gotten used to a new procedure.

7. The Big Picture

A manager needs their team to understand what the "big picture" is. You can do this for them by taking time to explain what their assignments and projects do to further the company's goals and objectives. This helps them understand how their daily tasks impact the company's success and bottom line.

8. Foster learning and development

Encourage your team to develop themselves by setting goals and reaching those goals through learning. This includes making and learning from mistakes. Reward new and innovative ideas.

9. Give guidance

Good managers and leaders are also a mentor. You need to be available to your team members and show genuine interest in their career development within the company. There is great motivational power in positive reinforcement and your team will appreciate your commitment to their development.

10. Give yourself time

It will take more than a day to develop strong leadership skills. You have to be patient with yourself, your abilities, and your position. Turn to colleagues, your supervisor, or a professional network when you find yourself in need of guidance. This gives you the chance to gain advice as well as enhance your leadership skills.

What has one of your managers done to make themselves successful and effective? Share your experiences with us in the comments below.

To learn more about how to be an effective manager, read these articles:

- [How to Work with 7 Types of Managers](#)
- [What Kind of Manager Are You?](#)
- [5 Tips for First Time Managers](#)

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