

1st time manager training

1st Time Manager Training: A Comprehensive Guide to Success

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Introduction: The Critical Need for Effective 1st Time Manager Training

The transition to management represents a significant career shift, often fraught with challenges for even the most talented individual contributors. Moving from a role focused on individual performance to one requiring leadership, delegation, and team management necessitates a significant skillset upgrade. Effective 1st time manager training is not merely a "nice-to-have"; it's a crucial investment that safeguards organizational success and fosters the development of high-performing leaders. This report delves into the critical aspects of 1st time manager training, providing evidence-based insights into program design and implementation.

Understanding the Challenges Faced by First-Time Managers

Research consistently highlights the common struggles experienced by new managers. A study conducted by the Center for Creative Leadership found that 50% of first-time managers fail within their first 18 months. These failures are often attributed to a lack of essential managerial skills. Some key challenges include:

Delegation: Many new managers struggle to effectively delegate tasks, fearing a loss of control or a

decline in quality. This stems from a lack of trust in their team members and an inability to clearly define expectations and provide adequate support.

Performance Management: Providing constructive feedback, conducting performance reviews, and addressing performance issues can be daunting for first-time managers. Lack of training in these areas can lead to poor employee morale and decreased productivity.

Conflict Resolution: Managing team conflicts requires strong communication and interpersonal skills. New managers often lack the experience and training to effectively navigate disagreements and foster a positive team environment.

Time Management: Juggling multiple priorities, managing projects, and attending to the needs of team members can be overwhelming. Effective time management skills are crucial, but often lacking in initial management training programs.

Communication: Clear and consistent communication is paramount for a successful manager. This includes effective written and verbal communication, active listening, and empathetic engagement with team members. 1st time manager training should explicitly address these skills.

Designing Effective 1st Time Manager Training Programs

A successful 1st time manager training program needs a multi-faceted approach that combines theoretical knowledge with practical application. Key components include:

Self-Awareness and Leadership Style: Understanding one's own strengths and weaknesses, as well as developing a consistent leadership style that aligns with the organization's culture, are fundamental. This often involves personality assessments and self-reflection exercises.

Communication Skills Training: This should focus on both written and verbal communication, active listening, providing constructive feedback, and managing difficult conversations. Role-playing and simulations are highly effective methods.

Delegation and Empowerment: Training should cover the art of effective delegation, clarifying expectations, providing support, and building trust with team members. Practical exercises on task breakdown and delegation strategies are crucial.

Performance Management: Training should cover the entire performance management cycle, from setting clear goals and providing regular feedback to conducting performance reviews and addressing performance issues. This often involves learning about different performance management methodologies.

Conflict Resolution and Team Building: This training should equip managers with the skills to identify and address conflicts constructively, mediate disagreements, and foster a positive and collaborative team environment.

Time Management and Prioritization: Effective time management techniques, such as prioritization matrices and time-blocking, are essential for new managers. Training should include practical strategies and tools for managing competing demands.

Coaching and Mentoring: Training should include the skills necessary to coach and mentor team members, providing support and guidance to help them grow and develop their skills.

Data and Research Findings Supporting Effective 1st Time Manager Training

Numerous studies demonstrate the positive impact of well-designed 1st time manager training. Research from Gallup shows that organizations with strong manager development programs experience higher employee engagement, improved productivity, and reduced turnover.

Furthermore, a study by Bersin & Associates found that companies investing in manager training

see a 20% increase in employee performance.

Measuring the Success of 1st Time Manager Training Programs

Measuring the effectiveness of 1st time manager training requires a multi-pronged approach. Key metrics include:

Manager Self-Assessment: Pre- and post-training assessments can measure the increase in managers' confidence and self-efficacy in key managerial areas.

360-Degree Feedback: Gathering feedback from peers, subordinates, and superiors provides a holistic view of the manager's performance and identifies areas for improvement.

Employee Engagement Surveys: Tracking employee engagement levels before and after the training program can indicate the impact on team morale and productivity.

Performance Metrics: Measuring team performance, such as project completion rates and customer satisfaction, can demonstrate the overall impact of improved management skills.

Retention Rates: Tracking employee turnover rates can show the impact of manager training on employee satisfaction and retention.

Conclusion

Effective 1st time manager training is a critical investment that yields significant returns for organizations. By addressing the specific challenges faced by new managers and providing comprehensive training in essential managerial skills, organizations can foster the development of high-performing leaders, improve employee engagement, and drive organizational success. A well-structured 1st time manager training program, incorporating the elements discussed in this report, is essential for navigating the complex transition to management and ensuring a successful outcome for both the individual and the organization.

FAQs

1. What is the ideal length for a 1st time manager training program? The optimal length varies depending on the organization's needs and the depth of training required, but a blended approach with a mix of online modules, workshops, and on-the-job coaching is typically most effective. A program spanning several months, with ongoing support, is often ideal.

1. How can I ensure that the 1st time manager training is relevant to my organization's specific context? Tailor the training content to reflect your organization's culture, values, and specific challenges. Incorporate case studies and examples relevant to your industry and business processes.

1. What are the key performance indicators (KPIs) to measure the success of a 1st time manager

training program? KPIs should include measures of manager self-efficacy, employee satisfaction, team performance, and overall organizational outcomes.

1. How can I provide ongoing support to first-time managers after the initial training? Implement a mentorship program, offer regular coaching sessions, and provide access to relevant resources and online communities.
1. What is the role of coaching in 1st time manager training? Coaching is crucial for providing personalized guidance and support, helping managers apply their learning in real-world situations and addressing specific challenges.
1. How can I create a culture of continuous learning and development for managers? Encourage managers to actively seek feedback, participate in professional development opportunities, and share best practices with their peers.
1. What are some common mistakes to avoid when designing 1st time manager training? Avoid generic, one-size-fits-all training; lack of practical application; insufficient follow-up and support; and focusing solely on theoretical knowledge.
1. How can I budget effectively for a comprehensive 1st time manager training program? Consider the costs of training materials, instructor fees, participant time, and ongoing support. Explore cost-effective options, such as online training and blended learning models.
1. How do I choose the right training provider for my organization's 1st time manager training needs? Look for providers with proven expertise in management development, a track record of success, and a commitment to providing high-quality training that aligns with your organization's specific needs.

Related Articles:

1. "The First-Time Manager's Guide to Delegation": This article provides practical tips and techniques for effectively delegating tasks, building trust with team members, and

empowering employees.

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1. "Creating a Positive Work Environment: A Guide for First-Time Managers": This article explores strategies for building a positive and inclusive work environment that fosters

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1st time manager training: *The First-Time Manager* Loren B. Belker, Jim McCormick, Gary S. Topchik, 2012-01-30 What's a rookie manager to do? Faced with new responsibilities, and in need of quick, dependable guidance, novice managers can't afford to learn by trial and error. The First-Time Manager is the answer, dispensing the bottom-line wisdom they need to succeed. A true management classic, the book covers essential topics such as hiring and firing, leadership, motivation, managing time, dealing with superiors, and much more. Written in an inviting and accessible style, the revised sixth edition includes new material on increasing employee engagement, encouraging innovation and initiative, helping team members optimize their talents, improving outcomes, and distinguishing oneself as a leader. Packed with immediately usable insight on everything from building a team environment to conducting performance appraisals, The First-Time Manager remains the ultimate guide for anyone starting his or her career in management.

1st time manager training: Skills for New Managers Morey Stettner, 2000-05-09 Skills for New Managers will include hands-on information on the following key topics: hiring new employees by asking the right questions; delegating work efficiently; dealing with the stress that comes with a management position; communicating effectively with your employees; how to master mentoring, leadership, and coaching styles. These books will be rich in practical techniques and examples, each book will supply specific answers to problems that managers will face throughout their careers. Skills for New Managers will detail specific techniques and strategies that managers can use to smooth their way into a management position, from hiring to delegating. The series will also continue its user-friendly, icon-rich format, which is designed to be easily digested for managers at all levels of the organizational hierarchy. Books in the series will also feature short, snappy chapters, bulleted lists, checklists and definition of terms as well as summaries at the end of every chapter.

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Radical Candor shows how to be successful while retaining your integrity and humanity. Radical Candor is the perfect handbook for those who are looking to find meaning in their job and create an environment where people both love their work, their colleagues and are motivated to strive to ever greater success.

1st time manager training: Ask a Manager Alison Green, 2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

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1st time manager training: Full Steam Ahead! Kenneth H. Blanchard, Jesse Stoner, 2011

NEW EDITION, REVISED AND UPDATED The first edition of Full Steam Ahead!-an international bestseller that was translated into twenty-two languages-pioneered the concept of vision as the vital ingredient for truly satisfying long-term success. In this new edition, Ken Blanchard and Jesse Lyn Stoner offer new content and new resources to help you create and communicate a vision that will radically transform your work and your life. When do we need vision? During times of growth, change, or opportunity-so that we know we're headed in the right direction. We also need vision during times of uncertainty.

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angry micro-manager to the absentee sure, whatever manager. With decades of managerial experience under his belt, Randy Clark guides you toward that happy middle where good managers live and work. He shows how to deal with the good (hiring, praising, and motivating employees), the bad (navigating silos and dealing with low-quality work), and the ugly (controlling confrontation employees and, if need be, firing them) while keeping your soul intact. The New Manager's Workbook is a great gift for anyone about to take a seat for the first time behind the managerial desk.

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Blanchard, William Oncken, Hal Burrows, 1989 When a person goes to the boss with a problem and the boss agrees to do something about it, the monkey is off his back and onto the boss's. How can managers avoid these leaping monkeys? Here is priceless advice from three famous experts: how managers can meet their own priorities, give back other people's monkeys, and let them solve their own problems.

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1st time manager training: Managing People Simon Birkenhead, 2021-11-11 Becoming a manager is not a progression in your career, it's a move into an entirely new job, one that requires a unique set of skills. Get it right and you'll inspire your team to deliver outstanding results. But get it wrong and you'll create stress, apathy and dysfunction in your team. Penguin Business Expert Simon Birkenhead has been guiding first-time and established managers for over two decades, helping them implement his blueprint for success. Here he reveals his framework that clearly explains what you must do for your employees to be the best they possibly can. Learn how to: - Activate motivation - Set clear expectations - Provide effective feedback - Master your communication skills - Build a high-performance team culture Managing People is your complete guide to becoming a truly great manager for whom people want to do their best work.

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1st time manager training: Cultures of Belonging Alida Miranda-Wolff, 2022-02-15 Clear, actionable steps for you to build new values, experiences, and perspectives into your organizational culture, infusing it with the diversity, inclusion, and belonging employees need to feel accepted, be their best selves, and do their best work. Bypass the faulty processes and communication styles that make change impossible in so many other organizations; access these practical tools and ideas for increasing diversity, equity, and inclusion (DEI) in your company. Filled with actionable advice Alida Miranda-Wolff learned through her own struggles being an outsider in a work culture that did not value inclusion, and having since worked with over 60 organizations to prioritize DEI initiatives and all the value and richness it adds to the workplace, this roadmap helps leaders: Learn why creating an environment where everyone feels belonging is the new barometer for employee engagement. Develop an understanding of the key terms around DEI and why they matter. Assess where your organization is today. Define and take the small steps that build new muscle memory into an organizational culture. Increase employee engagement, collaboration, innovation, communication, and sense of belonging. Build confidence in how to solve future DEI-related challenges. Get buy-in

from colleagues (and even resisters) who can clearly see how to move forward and why. Overcome any limiting work environment and build all new processes and communication priorities that allow your employees to be a part of something greater than themselves while your organization learns to value and embrace the unique experiences and perspective that each employee brings to the company.

1st time manager training: Being the Boss Linda A. Hill, Kent Lineback, 2011-01-11 You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Linda Hill and Kent Lineback reveal in Being the Boss, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. At best, they just learn to get by. At worst, they become terrible bosses. This new book explains how to avoid that fate, by mastering three imperatives: · Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things through others. · Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment. · Manage a team: Forge a high-performing team out of all the Is who report to you. Packed with compelling stories and practical guidance, Being the Boss is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.

1st time manager training: She Thinks Like a Boss : Leadership Jemma Roedel, 2021-05-18 Discover how to become an effective woman in leadership -- even if you're shy, avoid conflict at all costs, or lack confidence. Are you tired of seeing men at work get promoted, be given better assignments, and enjoy pay raises even though you know your skills and results are just as good, if not better? Do you find it difficult to express yourself during work meetings without being hostile or apologetic? Perhaps you're tired of coming home feeling frustrated because you didn't speak up at the meeting, or maybe you feel as though, no matter what you try, people just walk all over you. You know that there must be another way. And you're right. But don't worry: help is at hand. In an incredibly male-dominated world, it's crucial -- now more than ever -- to develop the necessary skills to become an effective leader and start demanding what you deserve. Luckily, it's easier than you think. You don't have to buy into the self-help industry, which wastes your time, resources and energy on costly and often condescending life coaches and counselling sessions. All you need are easy, proven skills and traits that will help you gradually develop your self-esteem, sharpen your trust, and hone your boundary-setting and communication skills. If you're someone who: Is new into leadership Wants to know how to manage a team more effectively Finds it difficult to deal with employees Doesn't feel worthy of their leadership position (or doesn't know how to reach one) Lacks self-confidence Wants to know the secrets to improving communication then Ava Clarke can help you. Many people don't understand that there's a lot more to being a leader than just managing people. The first step to thinking like a boss is having the insight and understanding that pioneering successful women have -- and using it to take constructive action. In She Thinks Like a Boss, here's just a fraction of what you will discover: What successful women in leadership are doing -- and how you can copy them What 'imposter syndrome' is, and how to FINALLY defeat it Essential strategies for overcoming the fears that are holding you back Why having a great team is the foundation to every business success (and how to build yours) A blueprint for optimizing your team and the outstanding results it can produce The 4-step communication model for setting strong boundaries The rules of negotiation -- and how to use them to get what you deserve And much more. Even if you feel uncomfortable or scared to face the issues that being a great leader brings, the key is to dive straight in. In She Thinks Like a Boss, you will be given specific and practical techniques to help you gradually overcome the problems you're facing. You're on a personal journey, but there are key steps you can take to set you on the path to live the life you dream of and be an inspiration to other women in business. Become an inspirational female leader today: scroll up, and click the Add to Cart button right now.

1st time manager training: Ladies, We Need To Talk Yumi Stynes, Claudine Ryan, 2021-11-03

Ladies, We Need To Talk breaks the stigma around everything women are thinking but not saying. Yumi Stynes and Claudine Ryan cover all the trickiest taboo topics from their hit podcast, from bodies and mental health to sex and relationships. The ABC podcast Ladies, We Need To Talk has been tearing open the sealed section on life for years, but host Yumi Stynes and co-creator Claudine Ryan know there's still way more to say. In this book, they dive further into the podcast topics that resonated most with sensitivity, hilarity and serious smarts, and open the conversation further to include personal stories from listeners. Want to discover the wonders of your vagina or know how to close the orgasm gap? Are you riding your hormonal rollercoaster blindfolded or feeling a bit weird about your period? Do you want to kick your mental load to the kerb or consider the alternatives to monogamy? You're not the only one - and there's no need to go it alone. Ladies, We Need To Talk is a book for all women who feel the squeeze between their private life and their pelvic floor.

1st time manager training: First-Time Leader George B. Bradt, Gillian Davis, 2014-02-03

First-time leaders get motivational and planning tools from top executive coaching firms The First-Time Leader provides basic frameworks, processes, and tools to help first-time leaders and their teams deliver better results faster. Leading is about inspiring and enabling others to do their absolute best, together, to realize a meaningful and rewarding shared purpose. Authors George Bradt, Managing Director of PrimeGenesis, and Gillian Davis, Managing Director of AlanKey, show how to achieve these results through the BRAVE acronym: Behaviors, Relationships, Attitudes, Values, Environment. Learn the three stages of team development, and get advice for specific leadership situations including onboarding yourself, onboarding others, and crisis management. Offers a way of thinking about leadership and a structure for action to help first-time leaders lead at both overall conceptual and tactical levels Includes downloadable tools that are easily adaptable for each leader's specific context Contains illustrative examples and stories from a range of experienced leaders and experts to help guide first-time leaders through things they may not have experienced themselves The First-Time Leader shows new leaders what to do next, later, never, why, and how. It's an indispensable guide for stepping up and inspiring others to come together for success.

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1st time manager training: Bringing Up the Boss Rachel Pacheco, 2021-08-10 AXIOM BUSINESS BOOK AWARD SILVER MEDALIST — HUMAN RESOURCES / EMPLOYEE TRAINING Managing is hard. Managing for the first time is even harder. First-timers want to quickly learn what it takes to be a successful manager—like they learned how to code, how to design, how to sell—and put those learnings into practice. But what does it mean to manage, and how do you teach someone to be a good manager? Enter Rachel Pacheco, an expert at helping start-ups solve their management and culture challenges. Pacheco, a former chief people officer and founding team executive at multiple start-ups, conducts research on management and works with CEOs and their managers to build the skills necessary to navigate a rapidly scaling organization. In Bringing Up the Boss: Practical Lessons for New Managers, you'll learn how to give effective feedback, how to motivate your team members, and how to hire and fire well, among many other critical management skills. You'll also learn what it means to manage yourself in this new role, and how to navigate the often awkward and sometimes challenging situations that arise in this new position. Pacheco shares what

makes a manager great, along with anecdotes, research, tools, and how-to's that help overwhelmed employees become expert managers fast.

1st time manager training: Agile Practice Guide , 2017-09-06 Agile Practice Guide – First Edition has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

1st time manager training: First-Time Trainer, The , In today's fast-changing work world, employees constantly need to learn new skills. At the same time, training budgets are shrinking. Who's left to do the training? Whether it's a quick software demonstration or a two-day seminar, it's often managers, supervisors, and team leaders who must provide this training-to-go. This concise guide focuses solely on the critical elements of training, so readers can become overnight trainers. Filled with many real-world examples, the book presents dozens of field-tested tools for immediate use, including: * 8 key steps to effective training * 16 learning principles * how to select media and delivery methods * formats for training materials * how to develop experiential exercises * a training program checklist * effective presentation steps * common behavior problems * 13 facts about how to ask questions * 10 ways to interact with learners * how learners can keep learning after the training.

1st time manager training: The Harvard Business Review Manager's Handbook Harvard Business Review, 2016-12-13 The one primer you need to develop your managerial and leadership skills. Whether you're a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes—a direct report's anxious questions, your boss's last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review's management archive, the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees' trust. The book's brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the HBR Manager's Handbook you'll find: - Step-by-step guidance through common managerial tasks - Short sections and chapters that you can turn to quickly as a need arises - Self-assessments throughout - Exercises and templates to help you practice and apply the concepts in the book - Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter - Real-life stories from working managers - Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include: - Transitioning into a leadership role - Building trust and credibility - Developing emotional intelligence - Becoming a person of influence - Developing yourself as a leader - Giving effective feedback - Leading teams - Fostering creativity - Mastering the basics of strategy - Learning to use financial tools - Developing a business case

1st time manager training: *Become an Effective Software Engineering Manager* James Stanier, 2020-06-09 Software startups make global headlines every day. As technology companies succeed and grow, so do their engineering departments. In your career, you'll may suddenly get the opportunity to lead teams: to become a manager. But this is often uncharted territory. How can you decide whether this career move is right for you? And if you do, what do you need to learn to succeed? Where do you start? How do you know that you're doing it right? What does it even mean? And isn't management a dirty word? This book will share the secrets you need to know to manage engineers successfully. Going from engineer to manager doesn't have to be intimidating. Engineers

can be managers, and fantastic ones at that. Cast aside the rhetoric and focus on practical, hands-on techniques and tools. You'll become an effective and supportive team leader that your staff will look up to. Start with your transition to being a manager and see how that compares to being an engineer. Learn how to better organize information, feel productive, and delegate, but not micromanage. Discover how to manage your own boss, hire and fire, do performance and salary reviews, and build a great team. You'll also learn the psychology: how to ship while keeping staff happy, coach and mentor, deal with deadline pressure, handle sensitive information, and navigate workplace politics. Consider your whole department. How can you work with other teams to ensure best practice? How do you help form guilds and committees and communicate effectively? How can you create career tracks for individual contributors and managers? How can you support flexible and remote working? How can you improve diversity in the industry through your own actions? This book will show you how. Great managers can make the world a better place. Join us.

1st time manager training: HBR's 10 Must Reads on Managing People, Vol. 2 (with bonus article "The Feedback Fallacy" by Marcus Buckingham and Ashley Goodall) Harvard Business Review, Marcus Buckingham, Michael D. Watkins, Linda A. Hill, Patty McCord, 2020-03-24 Are you a good boss--or a great one? Get more of the management ideas you want, from the authors you trust, with HBR's 10 Must Reads on Managing People (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you master the innumerable challenges of being a manager. With insights from leading experts including Marcus Buckingham, Michael D. Watkins, and Linda Hill, this book will inspire you to: Draw out your employees' signature strengths Support a culture of honesty and civility Cultivate better communication and deeper trust among global teams Give feedback that will help your people excel Hire, reward, and tolerate only fully formed adults Motivate your employees through small wins Foster collaboration and break down silos across your company This collection of articles includes Are You a Good Boss--or a Great One?, by Linda A. Hill and Kent Lineback; Let Your Workers Rebel, by Francesca Gino; The Feedback Fallacy, by Marcus Buckingham and Ashley Goodall; The Power of Small Wins, by Teresa M. Amabile and Steven J. Kramer; The Price of Incivility, by Christine Porath and Christine Pearson; What Most People Get Wrong About Men and Women, by Catherine H. Tinsley and Robin J. Ely; How Netflix Reinvented HR, by Patty McCord; Leading the Team You Inherit, by Michael D. Watkins; The Overcommitted Organization, by Mark Mortensen and Heidi K. Gardner; Global Teams That Work, by Tsedal Neeley; Creating the Best Workplace on Earth, by Rob Goffee and Gareth Jones.

1st time manager training: The New Manager's Tool Kit Don Grimme, Sheryl Grimme, 2008-11-30 In this helpful guidebook, authors Don and Sheryl Grimme provide a fresh, friendly approach to tackling the challenges of management and leveraging your new position to help your organization succeed. Novice managers have their work cut out for them: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. The New Manager's Tool Kit provides you with fast, powerful lessons to help them: increase productivity; unlock hidden talent; work with different types of people; communicate effectively; diagnose problems; coach both good and problematic employees; encourage teamwork; avoid burnout; eliminate conflict; and nurture the next generation of managers. With lessons covering both basic management skills as well as more advanced leadership tactics and bonus tips to help managers overcome the most difficult leadership challenges, The New Manager's Tool Kit provides those charged with managing and leading others the tools and real-world knowledge they need to succeed and open themselves up for further advancement.

1st time manager training: The First 90 Days, Updated and Expanded Michael D. Watkins, 2013-04-23 The world's most trusted guide for leaders in transition Transitions are a critical time for leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In this updated and expanded

version of the international bestseller *The First 90 Days*, Michael D. Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. Watkins, a noted expert on leadership transitions and adviser to senior leaders in all types of organizations, also addresses today's increasingly demanding professional landscape, where managers face not only more frequent transitions but also steeper expectations once they step into their new jobs. By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You'll learn how to secure critical early wins, an important first step in establishing yourself in your new role. Each chapter also includes checklists, practical tools, and self-assessments to help you assimilate key lessons and apply them to your own situation. Whether you're starting a new job, being promoted from within, embarking on an overseas assignment, or being tapped as CEO, how you manage your transition will determine whether you succeed or fail. Use this book as your trusted guide.

1st time manager training: Life's Messy, Live Happy Cy Wakeman, 2022-03-29 A simple shift in thinking can change everything you believe about your own happiness. By the time we become adults, most of us have joined the religion of suffering, which preaches that unless circumstances are controlled, life will be a mess. We compare ourselves to others and speculate about an impossible-to-know future, holding out hope for an improved life through getting ahead, fulfilling passion, or finding true love. But the idea that happiness comes from putting effort toward altering one's circumstances is harmful and backward. What if we instead learned to understand that circumstances can rarely be controlled, and that life is, and always will be, messy? From that starting point, we could learn to use our minds to create happiness despite life's ever-changing circumstances and events. *Life's Messy, Live Happy* by Cy Wakeman is about dramatically changing the level of happiness you feel in your daily life, by learning to disconnect happiness from external forces, stop worrying about the future, and realize that most of your negative feelings are about things that never even happened. Wakeman is a credible, relatable teacher—a business owner, mother, and community member who has lived her philosophy and achieved profound happiness and success in a crazy, messy life. Filled with concrete daily practices and true stories that are hilarious, painful, and poignant, this book will change everything: your perspective, your focus, and your energy level for everyday life.

1st time manager training: Courageous Cultures Karin Hurt, David Dye, 2020-07-28 From executives complaining that their teams don't contribute ideas to employees giving up because their input isn't valued--company culture is the culprit. *Courageous Cultures* provides a road map to build a high-performance, high-engagement culture around sharing ideas, solving problems, and rewarding contributions from all levels. Many leaders are convinced they have an open environment that encourages employees to speak up and are shocked when they learn that employees are holding back. Employees have ideas and want to be heard. Leadership wants to hear them. Too often, however, employees and leaders both feel that no one cares about making things better. The disconnect typically only widens over time, with both sides becoming more firmly entrenched in their viewpoints. Becoming a courageous culture means building teams of microinnovators, problem solvers, and customer advocates working together. In our world of rapid change, a courageous culture is your competitive advantage. It ensures that your company is "sticky" for both customers and employees. In *Courageous Cultures*, you'll learn practical tools that help you: Learn the difference between microinnovators, problem solvers, and customer advocates and how they work together. See how the latest research conducted by the authors confirms why organizations struggle when it comes to creating strong cultures where employees are encouraged to contribute their best thinking. Learn proven models and tools that leaders can apply throughout all levels of the organization, to reengage and motivate employees. Understand best practices from companies around the world and learn how to apply these strategies and techniques in your own organization. This book provides you with the practical tools to uncover, leverage, and scale the best ideas from every level of your organization.

1st time manager training: Becoming a Manager Linda A. Hill, 2019-02-26 Making the leap to management and leadership In your career, or anyone's, there is one transition that stands out as the most crucial--going from individual contributor to competent manager. New managers have to learn how to lead others rather than do the work themselves, to win trust and respect, to motivate, and to strike the right balance between delegation and control. Many fail to make the transition successfully. In this timeless, indispensable book, Harvard Business School professor and leadership guru Linda Hill traces the experiences of nineteen new managers over the course of their first year in the role. She reveals the complexity of the transition, highlighting the expectations of these managers, their subordinates, and their superiors. We hear the new managers describe how they reframed their understanding of their roles and responsibilities, how they learned to build effective cross-functional work relationships, how and when they used individual and organizational resources, and how they learned to cope with the inevitable stresses of leadership. Hill vividly shows that becoming a manager is a profound psychological adjustment--a true transformation--as well as a continuous process of learning from experience. *Becoming a Manager*, a veritable treasury of essential leadership wisdom, is a book you will turn to again and again no matter where you are on your career journey.

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