

## ANSWERS FOR Moving Into Management?



**Relevant topics:**

- New manager
- Management challenges
- Managing people

More challenges available at:  
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## Answers

Section 1		
Scenario	Option 1	Option 2
1. You are given an urgent task to complete on top of your already heavy workload.	Work late every evening to ensure everything gets done. <input type="checkbox"/>	Identify tasks that you can delegate to specific members of your team. <input checked="" type="checkbox"/>
2. The team is organising a night out and you aren't invited.	Tell them all to have a great time! <input checked="" type="checkbox"/>	Drop hints that you are available that evening and happy to provide the first round of drinks. <input type="checkbox"/>
3. You need to agree development objectives with all members of your team.	Review last year's objectives with HR, make the relevant updates and share. <input type="checkbox"/>	Book a team meeting to discuss overall team objectives and then organise 1-2-1s to set personal goals. <input checked="" type="checkbox"/>
4. You've been given some constructive feedback on the team which you need to share.	Share the feedback via email and provide links to standard policies to alert the team to expected actions and behaviours. <input type="checkbox"/>	Organise a team meeting where you can openly discuss the feedback and promote lessons learned. <input checked="" type="checkbox"/>
5. A staff member is not performing.	Organise a 1-2-1 to provide feedback and discuss reasons for the dip in performance. <input checked="" type="checkbox"/>	Ask HR to have the initial discussion and set expectations. <input type="checkbox"/>

Continued on next page... 'How did you do?'

# How did you do?

As you move into a management role, be conscious about how you communicate with your team and the behaviours you exhibit.

- Clarify the expectations of your role, so you really understand what is expected of you
- Be clear about your expectations of others, so they know what they need to do
- Seek feedback to understand your strengths and weaknesses
- Be confident in your decision making
- Actively look for tasks to delegate
- Be open to criticism
- Manage upwards as well as downwards
- Find a mentor or a coach.

Allow yourself time to settle into the role and seek out opportunities to continue to develop your management skills.

Ask to see the accompanying video

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