

## Moving Into Management?



Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Score:     / 5

**Relevant topics:**

- New manager
- Management challenges
- Managing people

More challenges available at:  
[www.watchandgovideos.co.uk](http://www.watchandgovideos.co.uk)

## Moving Into Management?

### Introduction

Becoming a manager for the first time requires you to step up and model leadership behaviours. Think about how your colleagues are going to react to you and what you can do to establish credibility in your new role.

### Instructions

There are two sections to this challenge. In the first, decide which is the most appropriate behaviour for the new manager. Tick the option to indicate your answer.

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 type="checkbox"/>
2. The team is organising a night out and you aren't invited.	Tell them all to have a great time! <input 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 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 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 type="checkbox"/>	Ask HR to have the initial discussion and set expectations. <input type="checkbox"/>

### Section 2

What skills do you think a great leader should have? Write down the name of a leader you admire in the box below. Why are they great at what they do and what can you learn from them?

Name of leader	
What makes them a great leader?	
What can you learn from them?	

**Save as a PDF** before reviewing the answers  
(or you will lose your responses)

[Check your answers here](#)