

How to be a good boss

People are often promoted to management because they are good at a particular type of job. It is assumed that because they have a highly developed skill they will be a good manager or team leader. However, it does not follow that the skilled individual will become a good manager!! Newly recruited team leaders/manager need training and guidance.

Three main parts to the manager's job

The manager has responsibility for:

- Achieving the task
- Managing and developing the people
- Building the team.

They also have a responsibility to develop their own skills so that they are super efficient and able to help guide and support their team and colleagues.

But.... Real life happens

In real life, the expert having been promoted to team leader or manager may react in one of several ways. Mostly not good!!

- They may find the new role overwhelming and not cope (often happens!)
- They may *think* managing is easy and then proceed to make huge mistakes (and they don't even realise!!!)
- They may seek help and learn how to become a good manager (definitely the best option!)

Achieving the task

It is important to recognise procrastination and time wasting activities. So organise projects into manageable chunks and have a really well organised To Do list. Set realistic objectives and practise good time management.

Managing and developing individual team members

When you are able to choose your team, interview skilfully and fairly to select the best people - choose people with different skills, experience and knowledge. If you inherit a team, get to know them to discover their strengths.

Hold appraisal meetings and agree objectives - this process is essential to get the trust and support of individual team members and to give you the opportunity to monitor activity and achievement; to encourage and praise and agree objectives.

Building the team

Motivating - involving, consulting, informing and thanking. Delegating not dumping! Delegating is a skilful process that benefits the manager and the individual when handled properly. It motivates them through trust and support as well as getting the task done

Personal development

Avoid overload by prioritising to achieve your objectives whilst not ignoring urgent and important tasks. Focus on what needs to be done and be realistic about the time frame. Aim to get a balance of tasks and aim for a good work life balance to avoid stress

Communicating effectively - being open and honest, listening to ideas and suggestions, asking rather than telling, ensuring that good two way communication takes place.

It is hard work managing people and projects, getting everything done, staying in control. People think it's easy, but there is a lot more to it than just getting others to do the work. Wanting to do a really good job in management and using and developing your management skills has wide ranging benefits to your team, the organisation and your future.

To find out more about management development and team building training, email Janet at janet@thetrainingmanager.com or ring her for a chat or to arrange a meeting on 01763 245455