

# Transition to Management

Getting it right from the start - what to do when you become the boss

**3gHR's Transition to Management programme covers the essentials of managing people for the first time, giving new Managers the skills and confidence in the vital early stages of their management career.**

This one day programme positions the practical differences between the role of a Manager and an Individual Contributor, and explicitly what a new Manager needs to 'let go of' to do the job properly.

New Managers must learn how to reallocate their time so that they are not only completing their own assigned work, but also helping others to perform effectively. They need to shift from doing work to getting work done through others, and they should change valuing their individual work to valuing managerial work.

This shift doesn't happen overnight, and this programme offers 'just-in-time' development at a moment when new Managers may be feeling vulnerable and out of depth.

The workshop is practical and energetic. We make sure participants have built-in time to plan workplace application, ensuring that the interactions they have with people following the programme positively impacts performance and motivation.

Participants will leave with a personal action plan specifically playing to the strengths they bring to their management role; and clear 'quick-wins' with measurements of success.

## The Learning Outcomes

- Appreciate what it means to be a Manager - for themselves and for their team
- Effectively balance priorities between tasks, individuals and teams
- Setting meaningful objectives and agreeing performance expectations with their team
- Providing valuable feedback and delivering courageous conversations
- Developing Personal (and Career) Development Plans
- Understand the nature of engagement and how it is linked to performance
- Recognise and harness diversity in teams - leveraging capability and motivation
- Begin to differentiate strategic talent - identifying strengths and development areas in others

