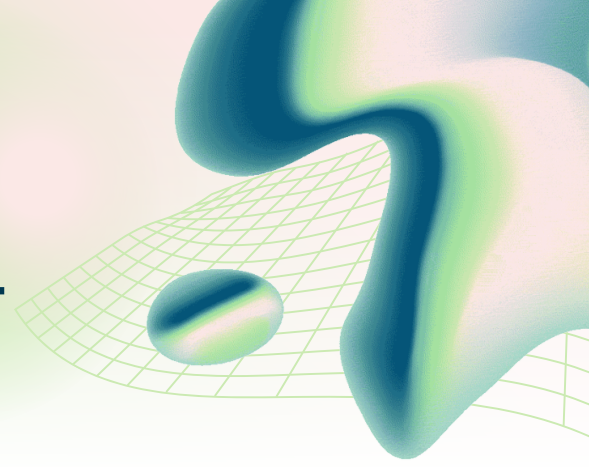




30-60-90 DAY LEADERSHIP MANUAL

Guidance for new managers



Introduction

Congratulations on your new role as a manager! The first 90 days are crucial for setting the foundation for your long-term success. This manual provides a roadmap to help you navigate this critical period, focusing on learning, building relationships, and establishing your leadership presence.

Why the First 90 Days Matter:

- **Setting Expectations:** Define and align with expectations from your superiors, peers, and team.
- **Building Trust:** Establish rapport and credibility with your team members.
- **Understanding the Culture:** Immerse yourself in the company culture and values.
- **Driving Early Wins:** Identify and execute quick wins to build momentum and confidence.

This manual is structured into three phases, each covering 30 days, to guide your integration into a managerial position.

Phase 1: The First 30 Days – Learning and Relationship Building

Objective: Focus on understanding leadership expectations, building rapport, and evaluating workplace culture.

Key Actions:

- **Understand Role Expectations:**
 - Meet with your manager to clarify expectations, goals, and key performance indicators (KPIs).
 - Review your job description and any relevant performance metrics.
- **Build Relationships:**
 - Schedule one-on-one meetings with each of your team members to learn about their roles, responsibilities, and career aspirations.
 - Network with key stakeholders in other departments to understand cross-functional dependencies.
- **Assess Workplace Culture:**
 - Observe team dynamics, communication styles, and decision-making processes.
 - Identify cultural norms and values that are important to the organization.

- **Identify Early Wins:**

- Look for opportunities to make a positive impact quickly, such as streamlining a process or resolving a long-standing issue.
- Document your successes and share them with your team and manager.

- **Develop an Action Plan:**

- Based on your initial observations and conversations, create an action plan for the next 60 days, outlining your priorities and goals.

Phase 2: Days 31-60 – Strategy and Operational Efficiency

Objective: Implement structured leadership strategies, optimize workflows, and reinforce management presence.

Key Actions:

- **Define Performance Metrics:**

- Establish clear, measurable, achievable, relevant, and time-bound (SMART) goals for your team and individual team members.
- Track progress regularly and provide feedback to your team.

- **Strengthen Communication:**

- Hold regular team meetings to share updates, discuss challenges, and solicit feedback.
- Communicate openly and transparently with your team, and encourage them to do the same.

- **Enhance Operational Efficiency:**

- Identify areas where processes can be streamlined or improved.
- Implement changes to optimize workflows and increase productivity.

- **Coach Team Members:**

- Provide coaching and mentoring to help your team members develop their skills and achieve their goals.
- Delegate tasks and responsibilities to empower your team.

- **Adapt Leadership Approach:**

- Reflect on your leadership style and adjust it as needed to meet the needs of your team.
- Seek feedback from your team and manager on your performance.

Phase 3: Days 61-90 – Strategy Execution and Long-Term Impact

Objective: Focus on executing leadership strategy, driving innovation, and solidifying long-term success within the organization.

Key Actions:

- **Execute Leadership Strategy:**

- Implement the action plan you developed in Phase 1 and continue to monitor progress.
- Make adjustments as needed to stay on track.
- **Drive Innovation:**
 - Encourage your team to think creatively and come up with new ideas.
 - Support innovative projects and initiatives.
- **Solidify Long-Term Success:**
 - Build a strong team culture based on trust, respect, and collaboration.
 - Develop a pipeline of future leaders within your team.
- **Seek Continuous Improvement:**
 - Regularly solicit feedback from your team, peers, and manager to identify areas for improvement.
 - Stay up-to-date on industry best practices and trends.
- **Celebrate Successes:**
 - Recognize and reward your team for their accomplishments.
 - Celebrate milestones and successes to build morale and motivation.

Conclusion

By following this 90-day plan, you'll be well-equipped to successfully transition into your new managerial role. Remember to stay focused on learning, building relationships, and driving results. Good luck! Contact InsightMatter.info for coaching referrals.

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