

# From **CONTRIBUTOR** to **LEADER**

---

## The New Manager's Success Guide



# THE NEW MANAGER'S SUCCESS GUIDE

## Welcome to Leadership!

You're stepping into a role that is as exciting as it is challenging. This isn't just a title change. It's a transformation.

You are now responsible not only for your own success, but for the success of others. This guide will help you navigate the first critical months with insight, confidence, and clarity.



# #1: The 5 Most Common MISTAKES New Managers Make

1

## Trying to Do It All Themselves



Believing that your job is to have all the answers and do all the work.



Shift from "doer" to "delegator." Empower your team to step up.

2

## Avoiding Difficult Conversations



Hoping performance or behavior issues will magically improve.



Use clear, timely, respectful feedback to grow trust and performance.

3

## Being Overly Friendly or Too Distant



Confusing being liked with being respected.



Lead with warmth and boundaries. Consistency builds trust.



4

## Failing to Set Clear Expectations



Assuming your team knows what you expect.



Over-communicate clarity: About goals, roles, and standards.

5

## Neglecting to Manage Up



Focusing only on your team and forgetting your boss or stakeholders.



Learn to manage relationships in all directions.

# #2: The MINDSET Shift: From Individual Contributor to Manager

## OLD MINDSET

My value is based on  
what I produce.

## NEW MINDSET

My value is based on  
what I enable others  
to produce.

### Key Shifts

- From task execution to team direction
- From "me" to "we"
- From being liked to being trusted



## REFLECTION

What parts of your identity are tied  
to "doing the work"?

What excites you about helping  
others grow?

# #3: CORE SKILLS

## Every New Manager Needs



### Clarity in Communication

How to set clear goals, give clear feedback, and communicate changes.



### Emotional Intelligence

How to understand yourself and others, manage stress, and build connection.



### Time and Priority Management

How to shift from task-based productivity to strategic time use.



### Coaching and Development

How to help team members grow through support, challenge, and ownership.



### Delegation

How to assign work with clarity and follow-through without micromanaging.



### Performance Conversations

How to handle praise, feedback, and difficult conversations with confidence.

## #4: Building EARLY TRUST and CREDIBILITY



- Show up consistently and authentically.
- Listen more than you speak.
- Ask great questions before giving answers.
- Make small promises—and keep them.

**Trust is built in micro-moments.  
Your first 90 days set the tone for the culture you'll lead.**

# #5: Your First 90 Days Plan

## Month 1

### Observe & Learn

- Meet 1-on-1 with each team member.
- Ask: What's working well? What's frustrating? What ideas do you have?
- Map team roles, strengths, and gaps.

## Month 2

### Clarify & Connect

- Set team priorities and expectations.
- Introduce simple rituals: weekly check-ins, shared goals.
- Communicate early wins.

## Month 3

### Empower & Elevate

- Begin delegating more responsibility.
- Coach team members into stretch goals.
- Meet with your own manager to align on vision and strategy.

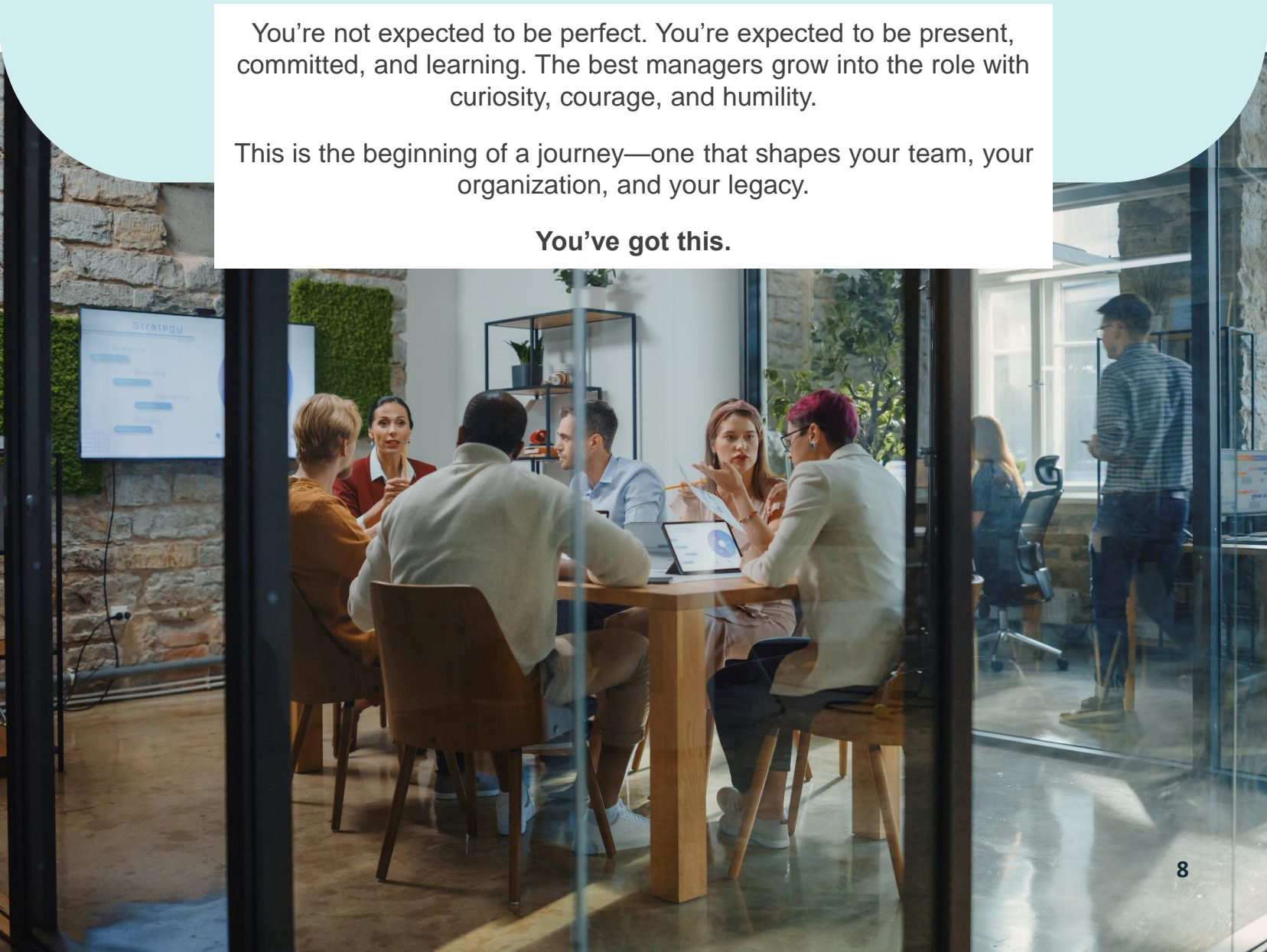


# YOU WERE CHOSEN FOR A REASON

You're not expected to be perfect. You're expected to be present, committed, and learning. The best managers grow into the role with curiosity, courage, and humility.

This is the beginning of a journey—one that shapes your team, your organization, and your legacy.

**You've got this.**



# Ready to Accelerate Your Growth as a Leader?

Work one-on-one with a certified coach at **Reynolds Coaching** to:



**CLARIFY**  
your leadership  
identity



**BUILD**  
confidence in  
your new role



**DEVELOP**  
skills to lead  
with impact



**Visit** [www.reynoldskoaching.org](http://www.reynoldskoaching.org) or



**Email** [phil@reynoldskoaching.org](mailto:phil@reynoldskoaching.org)

to schedule your FREE discovery session today.

**Reynolds Coaching:** Developing Leaders Through Thoughtful Coaching