



NEW SUPERVISOR STARTER GUIDE

Welcome! Stepping into a new supervisory role can be exciting – and a little daunting. Here's a quick guide to help you show up confidently from Day 1. Want personalized support? Contact Karen Main for 1-1 coaching.

YOUR ROLE AS A SUPERVISOR

Your job is to **create the conditions** for your team to succeed. That means paving the way, not doing it all yourself.



DO:

- Give clear expectations
- Delegate responsibility
- Remove roadblocks
- Recognize efforts & celebrate successes
- Step in early when issues arise
- Shape a productive & respectful team culture



DON'T:

- Solve every problem yourself
- Hover or micromanage
- Try to be everything to everyone
- Allow problems to persist

BEST PRACTICES THAT BUILD TRUST

- ♣ Hold regular One-on-One meetings to stay informed, build relationships, & catch issues early.
- ♣ Conduct regular team meetings to create clarity and cohesion.
- ♣ Build bridges with experts across your organization.
- ♣ Act in alignment with your organization's values and goals.
- ♣ Be a role model for continuous learning and growth.
- ♣ Maintain perspective and stay focused on the big picture!

Great leaders are always learning! Please reach out to Karen Main for personalized resources, individualized coaching, or custom workshops. Visit karenmain.com.