



New Manager Bundle

Welcome, and great job taking the time to read the New Manager guide
- you're already off to a great start!

You've just stepped into one of the most significant roles in the workforce, because as a manager, you have the greatest impact on employees - the heart of every organization. Their success and development will all be influenced by your leadership. No pressure, right?

This new manager bundle will be a big help in setting yourself up for success. It consists of all the templates and actionable tips you need to get a great head start.

As mentioned in the [guide](#), understanding your role and adapting your mindset to fit the servant leadership model is a major key to your success.

What's in this awesome bundle?

- 1) Responsibilities and Expectations Template
- 2) One-on-One Meeting Guide and Template
- 3) 7 Key Communication Techniques
- 4) Emotional Intelligence Self-Assessment



Responsibilities & Expectations Template

Your role as a manager consists of many responsibilities, each with a unique set of expectations. Typically, the role of manager consists of 5 to 8 key responsibilities, with several progressive levels of expectations for each. This means that as you grow as a leader, your expectations will evolve. You can't achieve it all at once, but creating a clear roadmap of how you'd like to develop is an excellent way to attain your goals.

Goal:

This template ensures that your responsibilities and expectations are clear for both you and your superior, so you can focus properly on what's expected from you. Use the same template to outline the responsibilities of each of your employees.

How to use this template:

- **Define your 5-8 key responsibilities**
 - They should be simple and concise so that each day you have a clear understanding of what to do, and what you are working towards.
- **Define 4-5 levels of expectations for each responsibility:**
 - Think of the first level as a beginner stage - it's best to start from the beginning and work your way up with a solid foundation.
 - Think of the last level as an expert stage - something that at this point in time seems tough to achieve, but you'll get there!



Example: Responsibility 1 :

Coach employees to reach their goals and develop

- Accompany employees to grow in alignment with company values.
- Equip employees with the tools they need to develop personally and professionally.
- Encourage and coach employees to reflect on challenges and find solutions on their own.
- Work with other coaches and help them improve their own skills.
- Help coaches become an internal reference for all coaches and employees.

Responsibility 2 :

Ensure that your team understands and is committed to the company vision and mission, and exhibit this commitment in their day-to-day tasks and behaviour.

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Responsibility 3 : Prioritize and align the team with business objectives, and ensure that they are engaged in addressing them in their daily tasks.

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Responsibility 4 : Plan and organize the strategic, organizational and human needs of your team.

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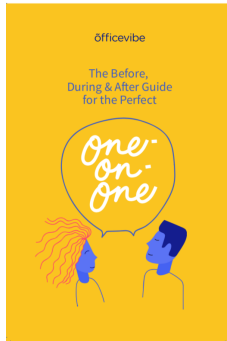
Responsibility 5 : Communicate the business challenges, objectives and expectations with the team on a constant basis.

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Responsibility 6: Manage the day-to-day administration for each employee (Primary: recruitment, compensation, responsibilities & expectations, firing, training, vacation, onboarding, benefits, performance reviews. Secondary: expenses, holidays, mobility)

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One-on-One Meeting Guide and Template



One-on-one meetings are amongst the most important tools a manager has. They represent a time to build trust, earn respect as a leader, and set important goals to help employees grow. But they aren't always easy to get right.

That's why we prepared this simple before, during and after plan for the perfect one-on-one. Find actionable tips and a printable template inside.

https://hs.officevibe.com/hubfs/mini-guides/pdf/one-on-one_guide.pdf

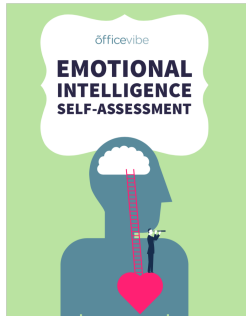
Communication Techniques



Learn the top 7 communication techniques used by leaders to have positive and effective conversations with employees, every time. Whether it be giving feedback, sending an email, or working on your non-verbal listening skills, good communication is the foundation for a successful career in management.

<https://hs.officevibe.com/hubfs/mini-guides/pdf/7-techniques-leaders-use-to-communicate-effectively.pdf>

Emotional Intelligence Self-Assessment



Emotional intelligence (referred to as EQ) is your ability to be aware of, understand and manage your emotions. Why is EQ important? Every manager's role is built around relationships, and while intelligence (referred to as IQ) is important, success in the workplace ultimately depends more on your human skills. Take this assessment to better learn your strengths, and understand the areas you can improve!

<https://hs.officevibe.com/hubfs/mini-guides/pdf/emotional-intelligence-assessment-NEW.pdf>