

Making the Move to Management

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What You Will Learn Today

- What it takes to be a good manager
- How to develop management skills
- How to tell if you would be a successful manager
- Steps to take to position yourself for management

What I Will Give You Today

- Insights on the skills and values of best managers
- An action plan to use to become a future manager
- Answers to your questions and concerns
- FREE e-book, *The Young Professional's Guide to Making the Move to Management*

Audience Poll: Who are you?

I am:

- An aspiring manager
- A new manager seeking professional development
- An experienced manager seeking development
- An experienced manager looking for guidance on leadership development programs

Part I

What Does It Take to Be a Good Manager?

The Aspiring Manager's Self Checklist

- ✓ Am I Able to Let Others Do Work For Me?
- ✓ Am I Able to Teach Others?
- ✓ Am I Able to Give Credit Away?
- ✓ Am I Able to Make Objective Decisions?
- ✓ Am I Able to Give Feedback Effectively?

The “Hats” of a Manager

Leader

Motivator

Comedian

Friend

Confidante

Party Planner

Communicator

Entrepreneur

Hall Monitor

Negotiator

Mediator

Delegator

Think about your favorite boss you have ever had. What made him or her so great?

Share your responses in the chat feature

What Gallup Says...

- ✓ High-Energy Motivator
- ✓ Effective Communicator
- ✓ Relationship Builder
- ✓ Decision-Maker
- ✓ Strengths-Based Coach

Source: 2015 State of the American Manager

What Current Managers are Saying...

“Get to know your people; the way they work, their strengths/weaknesses, the way they like to be spoken to, and their favorite parts of the job.”

“Make those around you better”

“Leverage the strengths of the entire team”

“Instead of ‘managing’ employees, position yourself as a partner and a teammate”

“Avoid using a ‘playbook’ and manage to each individual”



Part II

How Do I Become a Manager?

Become a Ground Floor Leader

- Offer to coach a co-worker
- Speak up
- Develop a solution
- Be a daily encourager
- Say Thank You
- Practice being an active listener

Start Reading



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Current Managers: What did you do to make the move to management?

Share your responses in the chat feature

Part III

Addressing Your Concerns and Questions

A person is silhouetted against a bright sunset, standing on a sharp, rocky peak. The sun is low on the horizon, creating a lens flare effect. The background shows a vast, mountainous landscape under a cloudy sky. The overall mood is one of achievement and contemplation.

**THE DISTANCE BETWEEN
YOUR DREAMS AND REALITY
IS CALLED ACTION**

Your Top Concerns

- Moving from Peer to Manager
- Lack of Experience
- Additional Responsibility
- Managing People
- Time Management



Your Top Questions

- Who should NOT take on a management role?
- How do I convince my boss I am ready?
- How can I get noticed?
- What experiences should I have?
- I'm a manager: How can I help others make the move?



**Time to Answer Your
Questions!**

Thank You for Attending!

Visit:

www.groundfloorleadership.com/atd

Enter your e-mail to receive:

A FREE Copy of the Young Professionals Guide to Making the
Move to Management

A FREE Copy of 7 Habits of the Most Successful Leaders
Access to Ground Floor Leader How-To Videos