

FIRST-TIME MANAGER

Essential Skills from

The **New**
One
Minute
Manager®

SAMPLE
do not duplicate



Getting Started

Take a few minutes to record some real-world situations you will be addressing in the session today.

- If you are a manager, think about different members of your team as you respond to the items below.
 - If you are not yet a manager, think of what you might address with a coworker.
1. Goal Setting Conversation: Record a new goal you want to get one of your people started on.

 2. Praising Conversation: Record a behavior or action you observed from that person or someone else that is worthy of recognition.

 3. Redirecting Conversation: Record someone's behavior or action that you feel isn't on track with the goal.

 4. Wrapping Up Conversation: Record a goal, project, or milestone that someone has recently completed.

Life as a Manager

When individual contributors become managers, they face some jarring and important differences in their work life.

Different Focus

- What goals do managers focus on?

Different Relationships

- How might your work relationships change when you are promoted?

Different Impact

- What broader and deeper impact do managers have?

Your Transition

1. What are, or were, your greatest concerns about becoming a manager for the first time?

2. What were the surprises you encountered when you made the transition into management? If you aren't currently managing others, what do you think will be an adjustment when you first have direct reports?

3. What do you know now that you wish you'd known then?

When **moving** from individual contributor to **manager**,
a new **mind-set** and **skill set** are required.

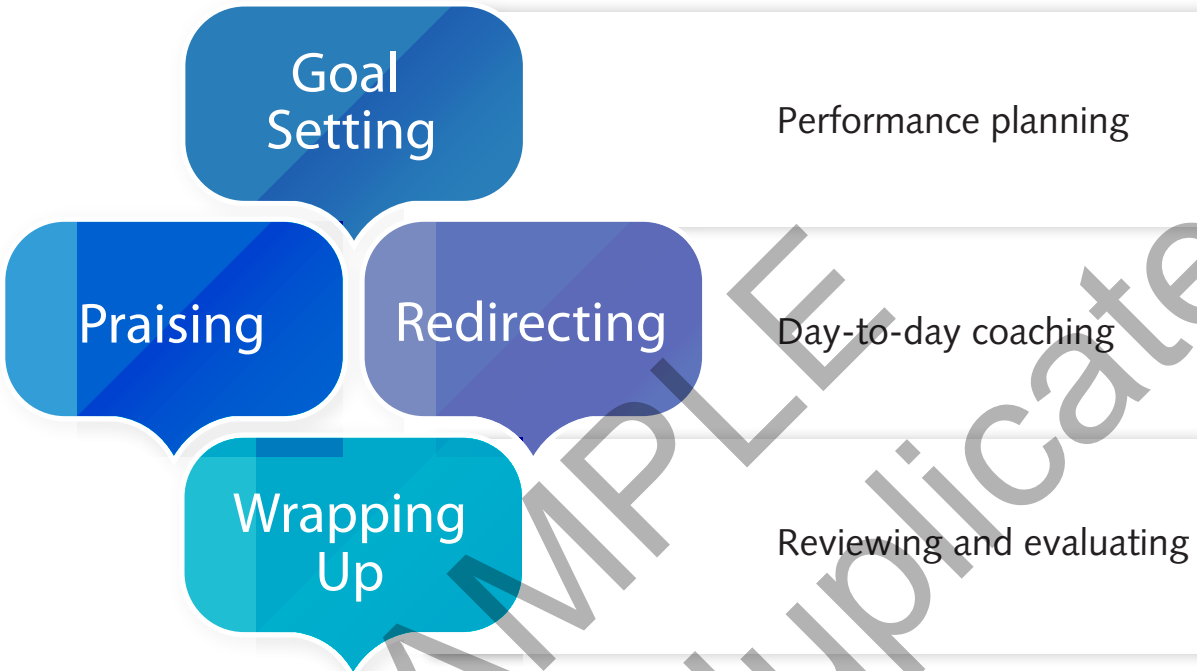
The Promotion

- What did you see that indicates changes in Gabriella's focus, relationships, and impact?

- What are some ideas to help transition to the mind-set of a manager?



The Four Core Conversations



To succeed sooner,
managers must be both
results oriented and people oriented.

—Ken Blanchard

The Four Essential Skills

These skills are useful in every conversation and are essential to the Four Core Conversations.



Listen to Learn

Set aside distractions and concentrate on understanding all that is being expressed.

- Be present
- Focus on what the other person is saying
- Respond so others feel heard and valued



Inquire for Insight

Ask questions that draw out insights and ideas from the other person.

- Ask open-ended questions
- Focus on moving forward, not on the past
- Use “what” and “how” rather than “why”



Tell Your Truth

Share relevant information.

- Be brave, honest, and respectful
- Be open to other perspectives
- Avoid blame or judgment as you focus on forward movement



Express Confidence

Build self-assurance and enthusiasm.

- Highlight relevant qualities or skills
- Cite previous successes
- Offer support as needed

Your Praising Conversation

Praising

- Immediate and incremental
- Specific about the behavior
- Reflection encouraged

Record feedback from your partner to make it better:



Praising Conversations Guide

Before	Plan	<input type="checkbox"/> What is the goal? <input type="checkbox"/> Identify the positive behaviors as specifically as possible. Consider: <ul style="list-style-type: none"> • What is the purpose of this conversation? • What is my intent? • What do I know about the person?
	Connect	<input type="checkbox"/> Greet the person and set a positive tone <input type="checkbox"/> Communicate the praising in as much detail as possible
During	Focus and Discuss	<input type="checkbox"/> Discuss how the behavior is helping to achieve the goal <input type="checkbox"/> Encourage the person to reflect on the accomplishment
	Review	<input type="checkbox"/> Express confidence and encourage continued good work
After	Reflect	<input type="checkbox"/> Learn from the conversation <ul style="list-style-type: none"> • How useful was this conversation? • What did I learn that can be used moving forward? • What do I think this person will say about this conversation at dinner tonight?