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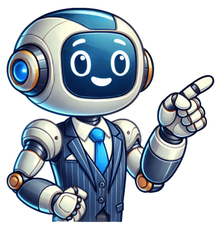

Be a good manager

Pro tip: Clearly outline expectations and deadlines in advance to avoid miscommunication. The good news is, these are traits you can learn. Lack Of Communication If it feels hard to communicate with your team, set up check-ins. If you fail to give positive feedback and recognition, employees may think their work is going unnoticed and start to care less. Be there to offer guidance if necessary, but show that you have faith in their abilities by trusting them with important tasks. As a manager, it's up to you to keep communication lines open and model by example. As a leader, it's important that you learn to work with each person individually. It's also good for morale, which boosts productivity and well-being.To show your team that you trust them, delegate responsibilities and make work processes collaborative. Actionable tips to help your team succeedDeveloping core leadership traits doesn't just happen—you need to take action. Invest in robust security measures to protect both your employee and your company.Find the most effective video conferencing services for your remote team by checking out our best picks for video conferencing software.A new teamYou may find yourself managing a new team either within your existing company or when joining a new company. Problem-solving will be one of your key roles as a manager, and you can't start that process if you don't acknowledge there's an issue. Don't always promote your own view. This helps the team to plan ahead, reducing overwhelm and staying on schedule. Find ways to engage remote workers, like continuing to make them feel heard and understanding them on a personal level.It is especially important to ensure the employee has the technology and security they need to be productive. As a team lead, you need to take responsibility for all the work that's put out, even if you weren't the one who actually created it. Understand Your Relationships With Peers While being a manager, you may want to get ahead of yourself. Our research shows that when teams have clarity on how their contributions impact the organization's objectives, their engagement doubles. Build extra time into project calendars to ensure that there's time for both work and rest.10. As an active listener, try not to be preoccupied with your own thoughts or responses; instead prioritize comprehension in your responses. The job relies on responsibility and understanding. On the flip side, this time gives your employees the opportunity to be honest with you, which is the best way to become a better manager. Strengthen Your Skills Strengthening your skills as a manager comes with time and practice. But micromanaging can lead to you and your team members experiencing:Decreased trust Increased annoyanceLack of faith in their (and your) abilitiesBurnoutA loss in sight of the big pictureThe opposite of micromanagement is macromanagement. When you finally overcome it, congratulate yourself. Self-managing employeesYou may feel you've hit the holy grail of employees when you hire a self-managing employee – even better when your whole team can be described as independent people who can manage themselves. Avoid These Behaviors All too often, managers get caught up in their work and can fall into bad behaviors. A happy employee is a more productive employee. Additionally, you should include your team in decision-making processes. When every team member feels respected and valued, you're naturally going to boost employee engagement and (by default) produce better work. Also use this discussion to address the employee's specific behaviors that could be improved, and offer ways to mitigate any issues. Some employees consistently go above and beyond with little guidance, while others might need more encouragement when completing their tasks. However, there are basic skills and qualities that some of the best managers possess. Consider these: Photo by Annie Spratt on Unsplash Common Problems Managers Face No job comes without its fair share of challenges. As a manager, you're responsible for both facing changes as they occur and helping your team to adjust. Probably not. After you take responsibility, dive into problem management to ensure that you spot and stop similar mistakes in the future.7. Be confidentBeing a confident manager sets the tone for the team and makes it more likely that they will follow suit. 6. Remember to remain humble in your work and practice gratitude. Rather than forcing respect from your employees, it's important to know and understand their individual strengths. To produce good work, you have to hit certain goals, KPIs, and OKRs. Plus, keeping your team motivated and engaged can help push them to be more creative in their work. Lead By Example Act and communicate the way you want your team to be. Below, you'll find what you need to do to be a good leader and how best to manage the most common types of employees.Being a good manager means more than just completing administrative tasks; it's also about how you support your team and get the most out of them. In order to delegate effectively, you must first understand the strengths and weaknesses of your team. On the other hand, low performers may require clear instructions, goals and expectations. Knowing why certain steps and tasks are important to drive a strategy, create a product, or grow your organization will help your team feel valued.When a team—a group of people working together toward a common goal—has clarity, everyone has a clear understanding of everything they need to know about the work required to effectively achieve their goal."—Justin Rosenstein, Asana Co-FounderBy clarifying your team's goals and project's objectives, you allow them to see how their work aligns with broader organizational goals. Time management is crucial. For example, if you are a project manager at a design studio, then you will speak to clients and filter their needs to the designers on your team. There are several leadership skills that you can build upon, such as time management and delegation. You should also always be inviting to answer questions. "Letting go involves delegating. Aim to still check in with each member of your team, and also check in with everyone as a group.Make time for team building exercisesHaving regular team building exercises doesn't just make for a fun break, it's also a great opportunity to create stronger bonds within the team. Host recurring 1:1 meetings with individuals to reinforce positive feedback, reminding them of the value they bring to the team.8. Develop adaptabilityYour team relies on you to take control, no matter the situation. To be a successful manager, you need to hone and develop a new set of qualities. Find out which methods allow this employee to do their best work and minimize any day-to-day anxiety. Be mindful of your behavior and the message it sends to your employees. "In addition to giving up control of all the work, as a boss, you'll also have to break the addiction to being right all of the time. Your project needs might change or someone might need a break. They rely on you to guide, support, and champion them through the ups and downs of their work lives. Generation Z is more likely to question everything, and they care deeply about their mental health.Leading by example is key to managing and retaining Gen Z employees, so ensure you are adopting the ideals and managerial styles that best appeal to them. Everyone has a different approach to assignments and culture. Here are some common types of employees and how best to manage them.High-maintenance employeesEmployees may be considered high-maintenance if they take up a majority of a manager's time. But listening is more than just hearing your team, it's a skill. Get to know your employees.Every employee has different strengths, weaknesses and ways of learning. They may not engage much with others around the office or speak up during staff meetings, but they still may be a hard worker. Raskin said that managers can do this by learning how to conserve their energy for the most important tasks. You can find out what is and isn't working as everyone has their own set of preferences. Work Isn't Being Done If work isn't being done, there's an issue with either information or motivation. Pro tip: Scheduling regular feedback sessions creates a safe space to share and be honest with one another. One way to do this is by scheduling brief one-on-one meetings with your new employees to get to know them on an individual basis. But learning these 10 qualities that many of the best managers share is a great place to start.1. Be inclusiveTo build a diverse team, you need to create an inclusive and positive organizational culture. Be honestThe last quality on the list might just be the most important: be honest. "A good manager is not threatened by change in the workplace – whether it's a change in how certain processes are done or new leadership – and embraces and encourages new ideas and ways of doing things."6. Be sure to model by example. It's often not about their motivations, but rather a lack of confidence, so it's important to highlight "teachable moments" for them to learn from and build up their confidence.Older employeesIt can be intimidating to be a young manager with older employees who report directly to you. Offering explanations and context for your decisions. Ask For Feedback It is good practice to ask your team for their feedback on both their jobs and your management style. That way, they are motivated to do their work well. Managers should always be learning and growing alongside their team. Transparency builds trust with your team and holds you accountable, which shows everyone that you're here for them. On top of paraphrasing and summarizing what your teammate is telling you, you can add to the conversation by using "I" statements. When you credit them for a job well done, it motivates them to keep working hard."Simply put, great bosses pause frequently to praise others and promote the positive, rather than harping on shortcomings and mistakes," Shtull said.Offering praise can boost team morale and build a positive work culture. You Don't Like Being A Manager The truth is that management isn't for everyone. Feedback and performance reviews are great ways to start an open dialogue about how you can become a good leader to your team members.3. Practice active listeningThis key aspect of team management is often overlooked because it seems so simple. According to their answers, you can then tailor how you delegate tasks to this employee to obtain the best possible outcome. Perhaps, you may even consider earning your Master of Business Administration to maximize your management skills. "Show your team that you are a normal human being who can mess up sometimes and laugh at a silly joke. Team Lacks Respect If your team lacks respect, then it could be related to something you've done. Part of doing this involves establishing and verbalizing group norms so your team can follow suit, but the ongoing effort is what will keep your team comfortable and honest with one another. One way of showing your team that you care about their growth is to support them in creating professional development plans. Provide them with the training and knowledge they need to succeed in the workplace. At the end of the day, your team relies on you. These places make it easy for their laptop to be compromised and your company's sensitive data to be accessed. Photo by Austin Distel on Unsplash Main Managerial Functions First things first, what exactly does being a manager entail? Empower your teamA key component to building a strong organizational culture is empowering and putting trust in your team. You'll also have to communicate day-to-day tasks. To gauge if you're communicating effectively, ask for feedback. Developing your emotional intelligence leads to better collaboration, advanced interpersonal relationships, and improved communication. It's your responsibility to clarify the desired outcome for the project your team is working on. This group brings distinct characteristics to the workplace, and it's important to understand this in order to best manage them. Goal setting software allows you to schedule milestones and quickly produce project status reports. Just because you're a manager doesn't mean you need to stop honing skills and taking on new challenges. SMART goals are a great format to use when setting goals. As a manager, it is your job to understand these behaviors.To ensure a shy or introverted employee feels safe and supported, give them space to work while letting them know that you're available to help. Learn something new each day to work toward being the best leader you can be."It's OK not to know everything; that's actually not your job," de Souza said. You can dedicate your energy to figuring out how to boost the quality of work, rather than explaining and delegating tasks on an individual level. Depending on where you work and the service you provide, the training will be different and is entirely situation-based. And remember to stay flexible. You should not employ a one-size-fits-all managerial style, but instead find ways that best support your different employees so they do their best work. That tough situation can be used as a confidence boost (and experience) for the future.Pro tip: You should also find ways to show your confidence in your team's abilities. Security should also be a major priority as employees take company laptops to public spaces, such as coffee shops and airports, with shared Wi-Fi connections. Skip to content Are you a manager or trying to become one? Whether you put these activities together yourself, hire a professional to get some fresh input, or take your team off-site, team building can increase trust and encourage collaboration among team members.To get the most out of your team building, schedule activities during work hours—no matter how much your team loves their jobs, even fun work activities shouldn't interfere with their free time.Better managers, better work Each manager has their own unique management style that shines through in their work and that's great! But a combination of great communication skills, the ability to delegate, and a willingness to leverage the right collaboration tools will set you apart from the rest.In this free ebook, learn how to prioritize work so your team can make a bigger impact—with fewer resources. Organization Whether there are processes in place or if you are defining processes in a team, organization is key. For this tech-savvy group, career development is important, as is explicit instruction and goal clarification. You should also be communicating and providing feedback in a manner that works best for each employee. So how do you foster an inclusive work environment?By building your emotional intelligence. Learn strategies to boost productivity and drive successful outcomes.10 qualities of a good managerManagement skills aren't taught in school. 8. While you are qualified, you may feel your employees might not respect your authority when addressing conflicts or delegating tasks. Raskin said that recognizing both the intentional and unintentional impacts you have on others is a critical part of being a good manager, since you set much of the tone and culture for the organization. Let your team know what their job means to the business. Set Achievable Goals When motivating a team, try to set realistic expectations and achievable goals. Instead of blaming someone for a mistake they made in the moment, you can structure your response to be more constructive during a schedule review. Care About Relationships When you show genuine care for your employees, you can maintain good relationships. Start off right by making a good impression. 1. Good managers are not threatened by the growth and success of their employees; instead, they embrace and encourage change."I believe a great manager knows how to tap into the strengths of their team members and turn their unique abilities into strong performances," Sweeney said. There are also courses and programs you can enroll in to master these skills. Things to Remember Before you go, take a look at these high-line bullet points and keep them in your back pocket. It's difficult not to try to be everywhere at once when you know you're responsible for the success of a project. Collaborative software isn't a total replacement for all workplace communication. According to Deborah Sweeney, president and GM of online acquisitions at MyCorporation, good managers use emotional intelligence and soft skills to achieve this."Traditionally, we have been taught to believe that the person with the highest IQ in the room is the smartest," Sweeney said. For example, you could say "I felt like my feedback from this morning didn't resonate with you" rather than "You didn't listen to me."4. Practice self-awareness and grow your leadership skills.Effective leaders know that managing others doesn't mean they know everything. Without great leaders, teams cannot be successful—no matter how hard they work. This may include communicating one-on-one and in group settings. Training You are responsible for ensuring that the members on your team know how to do their jobs. You can brighten everyone's day with a quick icebreaker before a call or schedule a full day for team building activities. Sometimes, you may have to communicate bad news, so it's important to be able to have tough conversations. Being a manager is not about becoming a faraway figure. It is important to create a positive, fun work environment that makes team members feel included and respected. Continue Learning There's always something new to learn. Try to delegate in a way that plays to your team members' strengths—and their goals. Ask open-ended questions to gain a deeper understanding of what your teammate is talking about, paraphrase or summarize to make sure you're fully understanding what's being said, and avoid distractions or multitasking.When your teammate brings up the problem they need to solve, reflect back on what they're saying ('What I hear you saying is…'). Remote workers can often feel less enthusiastic or connected with the rest of their team, and that can have an effect on productivity. But, research shows that workers are feeling more burnout than ever before. Which, ultimately, is how the best ideas are born. Manage Your Time As a manager, you'll be balancing your workload as well as overseeing your team's. 9. Always over communicate rather than share too little. "Do they pull out their phone during a presentation and start reviewing emails? These tips will help you put your leadership qualities into practice, and ultimately, guide your team to success.Align your team's goals to your organization's purposeOne of the most impactful things you can do as a manager is provide your team with context for why their work matters. To avoid conflicts when making important decisions, it's important to coordinate with your team and communicate properly by: Informing your team of your decisions as soon as possible. Managers should focus on creating SMART (specific, measurable, achievable, realistic, time-bound) goals for their teams. The same goes for your workplace. For some, it comes naturally. Becoming more adaptable will help you stay calm when issues arise, which allows you to make better decisions even in challenging times. In addition to daily recognition, Leah de Souza, leadership communication coach and managing director of Trainmar Consulting, recommends motivating people through team bonding and celebration.4. Communicate goals, expectations and feedback.One of the most important parts of being an effective manager is successfully creating goals and communicating expectations to team members. Gen Z employeesGeneration Z, or those born between 1996 and 2015, are beginning to enter the workforce and, as the most diverse generation, they expect leadership to align with their values in terms of inclusion, the environment and social justice. Practice empathy and listen to what your team has to say. Ask them if they have questions or need more resources to accomplish their tasks. Pro tip: Accountability isn't just about taking the moral high ground, it's also the quickest way to find a solution. Test out different methods and models to learn what works best for you and your team.6. Hold yourself accountableYour team isn't perfect, and neither is their work. For example, if you're deciding which project to prioritize, you can use data-driven decision making models that incorporate all the facts. Here's a look at what they are and some ideas for how to avoid/solve them if they do arise. If you constantly set the bar too high, it can have the opposite effect and lead to discouragement. Project management software can aid in this by effectively managing workflow and keeping track of everyone's tasks.5. Coach your team members.To create a valuable, dedicated team, you'll have to advocate for them. Good management skills can be learned over time and on the job. How To Be A Good Manager Some of the best ways to be a good manager include: 1. Active listening means listening with the intent to fully understand what the other person is saying. Practicing these traits will benefit the team and help to foster a collaborative environment. Here's how you can build and use it at work:Have open and honest conversations with your teammates about how they feel at work and with the team.Implement time for conversations and feedback to create a feeling of safety.Help your teammates feel empowered by recognizing their ideas and work.Recognize each team member's unique qualities and assign work that compliments their specific skill set.Establish group norms that encourage your whole team to practice inclusivity.Look for team members who have different career paths to get a variety of people and skills working together.Pro tip: Remember that creating an inclusive environment is an ongoing process. Learn more about managing Gen Z in the workplace. But ultimately, the buck stops with you—which means that you need to take responsibility for any missteps that happen. You can regularly check in with team members to ensure they are happy and feel challenged in their roles. Or use the ladder of inference when you need to explain why you came to a certain decision. For others, the role takes time and patience to master. This is called accountability, and it's one of the harder leadership skills to learn. Regularly check in to discuss ways you can better support them through feedback, resources and clear communication about your team's goals. As a manager, it's your job to guide your team, make the best possible decisions, and stay open and flexible. Work with your team, not above them.You might be accustomed to fully controlling your workload, but becoming a boss will force you to give up that control and delegate some responsibilities, said Ora Shtull, an executive coach and founder of Ora Coaching."If you don't break the addiction to doing it all, you won't have the capacity to step up and do more senior stuff," she said. "In turn, team members gain confidence and grow, and ultimately become amazing bosses themselves."Let employees know you care about their futures and careers. That way, your team will know what you expect and be able to deliver. Then, save everything in one, central source of truth so anyone can reference them at any given time. During this time, establish open communication to discover how each employee prefers to give and receive feedback. As the leader of the pack, you should practice self-awareness and understand how you personally relate to people. De Souza recommends reviewing goals on a structured basis. It's absolutely vital to good management. This way, you can better understand and communicate with your peers. There's an upside to this. 3. "Making sure your employees know you not only heard them but you understand – even if you disagree – goes a long way to building a long-term rapport with employees."Be transparent and communicate expectations with your employees to make sure the team is on the same page and working toward a mutual goal. Knowing how to be a good manager will help you successfully manage a team and also retain employees. A team with different motivation levelsNo two employees are alike, and you'll often end up with a team that has varying motivation levels. To streamline conversations, create a communication plan for your team.A communication plan defines your different communication channels and what each should be used for. It's true that there are various management styles and personalities in teams. Use this time to find out which of their needs are not being met. This will help your team avoid burnout and enjoy delivering their best work."Effective managers coach by asking questions, empowering their team members to think deeply and generate solutions," Shtull said. Training can come in the form of: One-on-one training sessions On-the-job training Training in a team Formal training programs and courses 2. [Read related article: 3 Elements of Delegation All Managers Should Know]"Figuring out exactly how much effort, time and attention an issue needs before moving on to the next is a critical skill to get you through a workday and also make sure you have enough left for your personal life," she said. Organization involves having the right software and tools to do work. "It will definitely take time and energy to get it right, even something as simple as how a manager conducts themselves at a meeting," she said. To become a macro manager, practice delegating responsibility amongst your team members. Above all, make sure you are tailoring your interactions to each individual. 4. Pro Tip: To become more adaptable, learn to embrace change. Even if you're a new manager and lack experience, you can reference the hard work that got you where you are to build confidence in your new role.To build confidence, identify your strengths and keep a record of your successes. 5. Unfortunately, only 26% of employees have a clear understanding of how their individual work relates to their company's goals and just 16% feel that their company is effective at setting and communicating these goals. Send emails to communicate with external partners or stakeholders.Use Asana to communicate asynchronously about project management, schedule tasks, and track project progress.Pro tip: It's important to understand how your team communicates, both individually and as a whole. Great leaders recognize their employees and express their gratitude whenever possible. Maybe your team doesn't feel like you show them respect. It's your job to communicate all necessary information and ensure that your team has what they need to create the deliverable. Shy and introverted employeesSometimes you get a shy or introverted employee who exhibits reserved or timid behaviors. If your organization offers trainings on team synergy or conflict resolution, make sure to take part and keep learning!2. You could also ask the opposite: "What was the worst day you've had at work in the last three months?" Having conversations from questions like these help you to understand what is not working so that you can remedy the situation.3. Create a positive and inclusive work environment.The example you set for your office can greatly impact the success of your organization. Whether you communicate through email, phone, in person, etc., you want to be clear and concise. Software allows your team to clearly define the plan, the process, and the progress of the work, and enables:A centralized location for important tasks so every member can stay updated on the progress of the project as a whole Visibility across the team, which allows for each member to understand why their task needs to be done a certain way or at a certain timeTime management—by streamlining and centralizing the work, brainstorming turns into fully-formed concepts faster. Thankfully, you can develop the soft skills you need to be an effective manager—starting with these 10 qualities.Explore key insights on fostering high-value collaboration within your team. This can be done by merely observing the work they produce, but asking simple questions periodically also provides details.Consider questions like "What was the best day you've had at work in the last three months?" to get your employees thinking about the tasks and assignments they enjoy doing. You should master calendar management and your time. There are common problems that managers tend to face. For example, an older employee may prefer direct, face-to-face communication, while a younger employee may respond better to an IM or email. They are often forgotten, so they are useful reminders to get you through the day! Employees aren't friends — set boundaries You have to make tough decisions — it's a part of the job! The job is time consuming — practice time management and take breaks Your team is a reflection of you — as a manager, you are a leader Be poised — stay calm under pressure and lead by example Keep positive — do the best you can and foster a positive problem-solving mindset on behalf of your team The Bottom Line Becoming a manager is a big step in one's career. You can also help spark motivation with: Designing team competitions Rewarding employees Providing positive and constructive feedback Setting up traditional goals and metrics 4. Remote employeesRemote work has become far more common within the last few years due to COVID-19, and there are challenges to effectively managing employees from a distance. Additionally, even with the very best teaching, you are likely to make mistakes until you learn how to apply judgment and customize what you've learned to the specific context in front of you."—Dustin Moskovitz, Asana Co-FounderAlthough you should not be responsible for overseeing every detail, understand that there are some tasks that cannot be delegated. Giving your team time to process and react—especially if your decisions will affect their work or personal lives. Communication Communication keeps a team functioning smoothly. This document is perfect to define career goals and hold yourself accountable. As a manager, you play a large part in promoting a team culture where people feel valued and understand that their role in the business or team is vital. If your own ideas sound set in stone, your team members won't want to offer theirs."Xan Raskin, founder and CEO of Artixan Consulting Group LLC, added that great leaders don't just listen; they listen to understand. Becoming a better listener improves communication, boosts collaboration, creates a deeper connection with your teammates, and builds trust. You can create a diverse and inclusive work culture by exemplifying good behavior on a daily basis, as well as implementing occasional team bonding activities.You should frequently provide recognition for team successes (even small ones). Your role is to manage both aspects of the work, and know your individual employees well enough to spot when they need to push through and when they need a break. Employees want to feel appreciated and have their work noticed. "Goals must be set in agreement with team members."After setting goals, good managers are transparent with team members about their expectations. Additionally, these employees may have key institutional knowledge that can add context when changing systems or strategy.An age gap may also present some resentments, so it's imperative to be supportive of this employee, showing that you're invested in their successes and asking for their help. This requires training. Good company culture drives motivation and increases employee retention. By practicing active listening and promoting honesty, you can build everlasting relationships. Your team will appreciate the transparency, and it's crucial to building trust.Pro tip: Use frameworks and practices to develop better decision-making skills. [Read related article: If You Listen Up, Your Employees Will Step Up]2. By taking accountability for your team's mistakes, you have the opportunity to help them learn from their mistakes. From learning to delegate to aligning your team's work with greater company goals, we'll show the 10 qualities the best manager's share, and actionable tips on how to develop them. As a result, effective communication is vital, both for completing tasks as well as boosting team morale. Even these small things carry big meanings."Successful management of a team has many moving parts, and it takes consistent self-reflection and change. There are four types of listening: empathetic, appreciative, comprehensive, and critical. To help them visualize this connection, use a goal tracking tool that shows how their individual and daily work contributes to long-term goals or a company's mission. Like good coaches, bosses should keep employees motivated and passionate about the work they do. Rather, it's meant as a supplementary tool to streamline the work process. Motivation is best when it comes from inside, but some people need an external push. As a manager, it's your duty to really understand each person's characteristics to effectively lead them, and to create a positive boss-employee relationship. You may lean on them for advice and support or vice versa. Knowing that you value their opinion will strengthen their trust in you and help them to feel more confident and empowered in their work. Practicing mindfulness, keeping an open mind in every situation, and routinely pushing yourself out of your comfort zone are ways to develop adaptability. Perhaps more importantly, an engaged team is a happier team. High-maintenance behaviors include constantly seeking affirmation, asking questions incessantly or having a hard time accepting criticism.To manage an employee who requires a lot of attention, it's important to create a dialogue to try to address the issue. Communication is not one-sided, though; you must listen as much as you talk."Leaders who don't listen will eventually be surrounded by people who have nothing to say, nothing to add," Shtull said. This is also important with clients. Another idea is to incentivize team members with rewards — either monetary or a celebratory happy hour, for example. The clearer you can be about establishing your expectations, the easier it will be for your team to follow suit. To track your team's progress toward project goals, you also need a central source of truth. If a task falls into the role of an employee, understand that you are enabling them to do their job by delegating the task. Create a supportive yet challenging environment for your young employees, and make sure to listen to their concerns. Good managers are great communicators, active listeners, and amazing supporters. It also helps to acknowledge when you're in a tough situation. Establish communication normsMore often than not, project mistakes come down to a communication error rather than a performance issue. It may be of use to consider tools like Slack, which allow for teams to be in constant digital communication where you can organize conversations by task or client in separate channels. It builds trust, which shows your team that it's safe to experiment and take creative risks. If there are periods of time in which you feel less confident, you can give yourself a boost by looking back on your past successes. For example, employees who rely on meetings should be outfitted with up-to-date tools for audio and video collaboration. Inability To Delegate Outline the roles of every team member. Think about the specific technology each employee requires for their respective job. On those tasks, it's necessary to step in and take the lead.Read: How to lead by example, according to one Asana leaderSetting clear goals is one of the most effective ways to achieve success. These goals are clear and trackable, which makes them easier to measure when they are achieved (or missed). 7. Some people's personalities don't lend well to the role. One size does not fit all in management, and each type of person requires a different kind of leadership style.For example, high performers may require less attention, but managers should continue to set measurable goals and offer opportunities for these employees to learn and grow in their careers. Practice consistency in how you delegate work and monitor expectations. Even if you have the best player in the league, you need a strong leader to inspire, support, and guide every successful team. In that case, ask the people above you if there's somewhere else you can move within the company to do work you love. Collaboration software can be incredibly useful in improving your team's productivity and performance. You need to balance the needs of these individuals and the greater company-wide objectives. De Souza said the objectives that are set at an organizational level should also be translated into departmental and individual goals."There must be a transparent link between all goals set throughout the organization," she said. A manager's responsibilities might include task delegation and approving timecards, but a leader focuses on the growth and well-being of your team members. Using "I" statements is a great way to center the statement on your own experience. You must set high expectations of yourself and be authentic. Try not to do the following: Don't only give feedback during performance reviews Don't ignore questions or concerns Don't avoid the hard conversations Don't micromanage your team Don't be close-minded or unwilling to accept new ideas Don't set expectations that are unrealistic Development Opportunities There are several ways to continue learning as a manager while on the job. By learning to be more adaptable when times are good, you're preparing yourself to manage and lead your team if a crisis does emerge.9. Know when to push (and when to stop)The best managers do two things: push their team to grow and support them in slowing down. Your job is to engage and guide."You can find out which type of leader you are by taking a DiSC assessment to determine your own strengths and weaknesses.No matter the size of your team, your employees will have all sorts of personalities. There's no blueprint to follow—your unique skillset and experiences will help you decide what manager style to develop. Can you name a single successful sports team that thrives without a good coach? To be a better manager, focus on a type of empathetic listening called active listening. From there, you can also address any previous or ongoing issues and offer solutions to make their work more manageable. If you can make their interests align with those of the team, they will find it easier to complete their tasks successfully.If a leader isn't trusted, none of these things [skills] matter. It involves both managing those below you hierarchically and above you. "However, science is increasingly proving that individuals with emotional intelligence and its four core skills – which include self-awareness, self-management, social awareness and relationship management – are actually the top performers within any company."1. It also means that people know who and what needs to be done and by when. But it's important to note that delegating doesn't mean deserting the team or sacrificing accountability."As a manager, you have a different set of responsibilities from your entry-level team members, but you should still get your hands dirty. These reports provide your team with the context they need to succeed while giving them the chance to asynchronously collaborate and get their tasks done. Pro tip: Show that you want the best for your team by prioritizing their aspirations when possible, and taking responsibility when you fall short. There's a difference between a manager and a leader. Be Consistent People thrive on routines and habits. Motivation One of the less black and white aspects of being a good manager is providing motivation for your team. You can also have regular one-on-one meetings that offer a more personal environment to comfortably discuss any issues. You do, however, still have to be an effective leader, no matter how little guidance they need to do their jobs.Your job as a manager is to ensure these employees continuously feel motivated and enthusiastic about their work. Sharing this information helps motivate your team members to do their best work because they understand how they are contributing to the bigger picture. Check in and ask them for feedback—both on your performance, as well as on the success of the project. It's one thing to conceptually understand the objectives, but another to actually see that connection come to life.Delegate Micromanaging occurs when you attempt to control every part of a project. Sometimes just hearing a problem relayed back inspires someone to realize they already know the answer."—Justin Rosenstein, Asana co-FounderPro tip: Better active listening can help you become more effective at conflict resolution as well. This also allows you to introduce yourself on a more personal level. This helps team members not only know where to communicate, but how to communicate within each channel.For example, your communication plan could look like:Use Slack for synchronous day-to-day updates, quick questions, or team bonding group chatsUse Zoom for one-on-one meetings or presentations. 2. You'll want them to feel comfortable enough to voice their concerns or ideas. List your tasks down. Be decisiveAs a manager, you are responsible for making decisions that affect the entire team. You can teach people ethics, but not integrity. Diversity is also a top priority. For the most part, a manager's job is to oversee the smooth functioning of those on their team. Knowing the message that it sends to employees is critical – e.g., if the meeting isn't important to the boss, why should it be important to me? The best managers know how to do both and can strategically incorporate the strengths of each employee to build a successful organization. SMART is an acronym that stands for specific, measurable, achievable, realistic, and time-bound.

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