

# Six Tips for a New Manager

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**Abstract:** For inexperienced managers moving from being solo contributors to team leaders, Akash Bhalla's paper offers crucial insights. As a practical manual for managing success, Bhalla's six essential points advise new leaders to start off as "zero"—that is, to actively listen and comprehend team dynamics before enacting change. He highlights the fine line between being approachable and being too controlling; he advocates being willing to say "yes" to colleagues who ask for advice, but also using "no" sparingly to avoid being highly involved. Regular one-on-one meetings are crucial as a means of getting information, and the report emphasizes the value of focusing on more comprehensive inquiries rather than just providing a status update. Bhalla also emphasizes how new managers must continue to be technically proficient to provide a practical foundation for their leadership.

**Keywords:** Team leaders, Leadership, One-On-One Meetings

## 1 INTRODUCTION

### 1.1 MOTIVATION

The need to fully comprehend and handle this crucial point in professional development is what drives the research into the shift from lone contributors to team leaders. Understanding how revolutionary this shift is, we are driven to offer insightful contributions that improve leadership performance. Motivated by a desire to help people overcome the obstacles brought about by this transition, this research aims to promote not just the individual's own development but also the collective achievement of groups and companies. We hope to offer a structured framework for organizational leaders as well as individual contributors by examining the dynamics, difficulties, and best practices associated with this transition. This will help with decision-making and encourage the development of resilient and successful leaders in a variety of professional contexts.

### 1.2 PROBLEM STATEMENT

The goal of the study is to examine the potential and difficulties that come with moving from being a solo contributor to a team leader in a work setting. The study specif-

ically aims to pinpoint the crucial elements, challenges, and useful tactics that people run into during this significant career transition. The accuracy of this study is in analyzing the subtle features of the transition process, such as how it affects team dynamics, individual well-being, and leadership efficacy. By identifying these variables, the research hopes to provide accurate and useful information that will influence leadership development initiatives, organizational procedures, and support systems for those going through this significant career transition.

## **2 NAVIGATING THE TRANSITION**

From Individual Contributor to Team Leader:

### **1. Mindset Alteration:**

Acknowledge the shift in responsibilities from managing and leading a team to concentrating on individual duties.

### **2. Vision for Leadership:**

Create a clear understanding of the team's objectives and how each member's contribution fits into the bigger picture.

### **3. Successful Interaction:**

Develop communication skills to clearly state objectives and expectations while giving team members helpful criticism.

### **4. Creation of Trust:**

Build trust by being dependable, and honest, and showing that you care about the success of your team members.

### **5. Skills in Delegation:**

Develop effective task delegation skills by being aware of team members' advantages and disadvantages.

### **6. Resolving Conflicts:**

Learn how to resolve disputes within the team and create a cooperative work atmosphere.

7. Decision-Making Authority:

Recognize your accountability for choices that affect the team and be ready to act with knowledge.

8. Performance Evaluation:

Switch from rating each member's performance to rating the team's overall performance.

9. Time Management:

Set priorities and use your time wisely to strike a balance between ongoing work and managing duties.

10. Continuous Learning:

Acknowledge that learning about leadership is a lifelong activity; get input from others, go to workshops, and keep up with current ideas in the field.

11. Development and Assistance:

Help team members in their professional growth, fostering their personal and team-building development.

12. Adaptability:

Be flexible in response to shifts in the organizational environment, project needs, and team dynamics.

13. Empathy:

Show empathy for fellow team members by learning about their goals, struggles, and points of view.

14. Appreciate Achievements:

To increase motivation and morale, recognize and celebrate individual and team accomplishments.

15. Set a good example:

Set a good example for others to follow by exhibiting the values and work ethic that the team expects of you.

### **3 THE POWER OF ZERO**

Understanding and Embracing Neutrality in New Management Roles:

1. Aim for impartial decision-making free from personal prejudices and founded on the facts and merits.
2. Actively listen to coworkers without passing judgment while attempting to comprehend their various points of view.
3. Avoid showing partiality and encourage opportunities based on merit by treating every team member equally and consistently.
4. Promote clear and honest communication, creating a space where people feel free to voice their opinions.
5. Handle disagreements impartially, concentrating on finding a solution rather than picking a side.
6. Offer equitable chances for career advancement while guaranteeing just access to resources.
7. Develop bias-free empathy by learning to comprehend the thoughts, feelings, and viewpoints of others.
8. To help create a more impartial and welcoming workplace, and keep up to date on diversity, equity, and inclusion policies.
9. Recognize the power relationships on the team, encourage cooperation, and make sure no one is left out.
10. Set clear boundaries between your personal and work life to prevent getting too involved or favoring certain people.

### **4 BALANCING ‘YES’: MANAGERIAL RESPONSIBILITY**

I have a balanced point of view for ‘balancing yes’.

For:

One of the main components of a productive workplace is open communication. It fosters an environment where team members feel appreciated, which boosts morale and job satisfaction. Furthermore, it fosters creativity and innovation by supporting

idea exchanges and teamwork. A productive and efficient work atmosphere is enhanced by open communication, which also makes it easier to identify and resolve problems early on. Transparent communication also strengthens unity and confidence among team members, which improves overall cohesion.

Against:

Excessive communication without appropriate boundaries, nevertheless, might have negative effects. It could make time management difficult, particularly if there are a lot of meetings and conversations that take up important working hours. When team members are unable to balance their responsibilities due to excessive communication, there is a higher chance of employee burnout. Overwhelming amounts of information can also impair productivity and focus, making it difficult for people to focus on their main responsibilities. Furthermore, an unorganized flood of information can complicate and postpone strategic decision-making, thereby diluting or delaying crucial choices.

In conclusion, while having an open line of communication has its advantages, finding a balance is crucial. A healthy work environment can be achieved without taking on too many duties by establishing clear communication guidelines and making sure that conversations are in line with organizational objectives.

## **5 Mastering 'No': A Manager's Strategic Art**

Accomplishing 'No' - Setting priorities:

Saying "no" in a strategic way is an essential management ability. It suggests having the capacity to rank assignments and projects according to their significance and fitting with the objectives of the company. Managers can focus their time and the team's resources on high-impact activities by turning down projects that don't line with priorities.

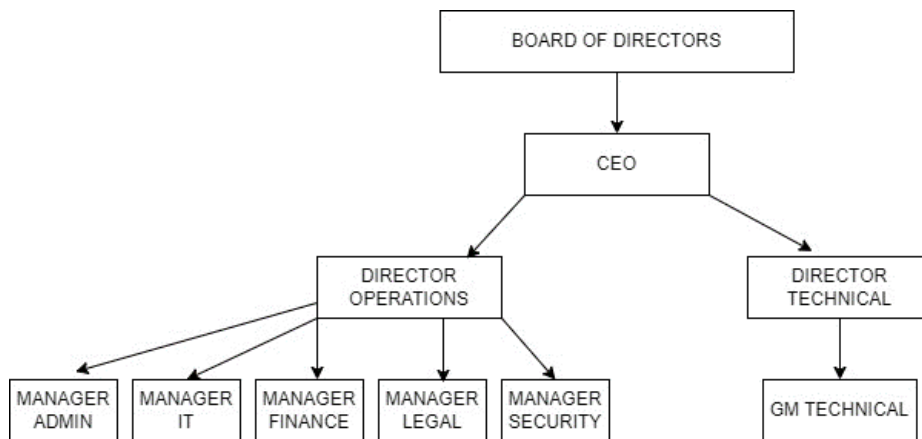
Understanding "No" and Delegation:

Saying "no" doesn't always entail turning down work completely; it might also entail assigning duties. Effective work delegation is a crucial component of management. It enables managers to provide team members with more authority, help them grow as professionals, and make sure the right people are handling the right duties.

### Mastering 'No' - Effective Time Management:

Refusing requests is a calculated part of efficient time management. Managers must be able to prioritize activities and decide which ones to decline or assign in order to maximize time and attain overall efficiency. This is because they are frequently faced with a multitude of demands. One of a manager's most important tools for staying focused on important work, meeting deadlines, and motivating a team is effective time management.

## 6 ORGANIZATION STRUCTURE



**FIGURE 1: HIERARCHY OF A COMPANY ABC**

## 7 One-on-Ones: Unlocking Team Potential

One-on-one meetings are essential to a new manager's development and are consistent with the passage's main ideas. The manager might adopt a "zero" approach in these sessions by listening to and understanding the dynamics of the team before making any adjustments. Saying "yes" to requests for time whenever they arise emphasizes that one-on-one also promotes open communication, which is beneficial to the team dynamic. These sessions additionally enable the manager to assess each person's capabilities and priorities, enabling efficient decision-making over when to say "yes" and "no." Discussions in these meetings emphasize staying reasonably technical, which helps the manager stay informed about the team's progress. Lastly, one-on-ones provide a forum for team members to voice worries and goals, assisting the manager

in the difficult process of relinquishing control and having faith in the team's capacity for productive communication and teamwork.

## **8 Tech-Savvy Leadership: Balancing Act for Managers**

### **1. Continuous Learning:**

Set aside time on a regular basis to refresh your technical knowledge via workshops, online courses, and other resources. A range of courses are available to keep your skills up to date on platforms such as Coursera, edX, or industry-specific websites.

### **2. Participate Actively in Technical Conversations:**

Take part in technical conversations in your team or on industry forums. Through this practical involvement, you can remain up to date on new trends, technology, and issues.

### **3. Attend Conferences and Workshops:**

Participate in pertinent conferences, workshops, and get-togethers to connect with industry experts and learn about the most recent developments in your sector. These gatherings also offer chances to exchange experiences and pick the brains of professionals.

### **4. Promote information Sharing:**

Encourage your team members to share information. Encourage team members to contribute their knowledge and perspectives to foster a cooperative atmosphere that is advantageous to all.

### **5. Take Part in Hackathons or Projects:**

To utilize and improve your technological skills, take part in hackathons or side projects. Gaining hands-on experience is essential for remaining up-to-date and comprehending how technologies change in practical applications.

### **6. Follow Industry News and Blogs:**

To stay informed about the most recent advancements, subscribe to industry blogs and newsletters and follow prominent people on social media. You will consistently acquire pertinent information if you use this passive learning method.

7. Pair Programming:

Work with your teammates in pair programming sessions. This improves your technical proficiency while promoting teamwork and knowledge sharing.

## **9 Leadership Sacrifices: Navigating Managerial Challenges**

1. Making the move from individual contributor to manager requires a basic adjustment in responsibilities and way of thinking.
2. Understanding that success is now entwined with the team's collective accomplishments is imperative for managers.
3. This change calls for the growth of leadership abilities, clear communication, and the capacity to assign work while promoting a supportive and cooperative work atmosphere.
4. Supervisors need to be explicit in their expectations, give constructive criticism, and actively encourage their team members' professional development.
5. The shift also necessitates a dedication to lifelong learning, flexibility in the face of change, and conflict resolution and negotiation skills.
6. Good managers mix overseeing the team's work with being accessible, building trusting bonds with their team, and exhibiting efficient time management.
7. A seamless and effective shift to a managerial post requires accepting these adjustments with grace and a commitment to continuous improvement.

## **10 Release and Lead: The Art of Managerial Detachment**

1. Clarify Your Expectations:

Clearly state the objectives, due dates, and expectations for each assignment that has been assigned. In addition to ensuring that everyone is on the same page, this clarity helps avoid misunderstandings.



2. Facilitate Decision-Making:

Motivate team members to make choices within the parameters of their assigned duties. This increases their self-assurance and cultivates a feeling of responsibility and ownership.

3. Even Out Workloads:

Refrain from giving one team member an excessive amount of work. Allocate tasks equitably, considering the abilities and knowledge of each person.

4. Acknowledge Efforts:

Recognize and value your team's efforts on a regular basis. Acknowledgment inspires people and reaffirms how crucial their efforts are to the success of the team.

5. Grant Autonomy:

Give your team members the freedom to decide on their areas of expertise. In addition to giving people more authority, this autonomy promotes trust.

6. Remain Updated:

Without becoming too involved, keep tabs on the status of assigned tasks. You can provide support, handle issues, and make sure the work is in line with general goals by checking in on a regular basis.

7. Establish an Educational Environment:

Encourage your team to learn new things all the time. Promote the development of skills, offer educational opportunities, and assist with efforts aimed at professional advancement.

8. Honor Significant Occasions:

Celebrate minor victories along the route as well as the conclusion of larger initiatives. Acknowledging accomplishments, regardless of size, strengthens a supportive team environment.

## 11 CONCLUSION

In conclusion, the quest for good management is a dynamic path marked by a dedication to team success, flexibility, and ongoing learning. Embracing dele-

gation is a mindset shift that helps leaders move towards a shared goal, not just a management technique. Clear communication, in-depth knowledge of their team's dynamics, and the delicate balance between support and autonomy are all traits of successful managers. This is a journey where conscious efforts are made to relinquish control and create an environment where team successes are harmoniously augmented by the unique capabilities of each member. While steering through this process of transformation, leaders recognize successes, foster teamwork, and place a high value on each team member's career advancement. All things considered, good management is not a finish line but rather a continuous process of development that molds leaders, gives teams confidence, and eventually results in long-term success.

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