**Your First Management Assignment Worksheet**

**Please respond to the following questions. Complete answers usually range from 300-500 words for each question. If you have not had the opportunity yet to step into a managerial role, please draw upon your experiences in leading school, church, or community activities to answer these questions.**

1. In your first managerial assignment, which of the Myths listed in the article “Becoming the Boss” did you encounter? How did you overcome them, or are you still struggling with them?

* I have never stepped into managerial shoes but have led various events. I would like to take an example of the same to elaborate on the myths that I faced. When I was first given the opportunity to lead an event and look at all the operations from end to end, I was very excited and had a lot of thoughts in my mind that I wanted to execute for the event. It was a year-end party at my previous employer and I had a lot of ideas in my mind. When I first started to take charge and started to put forth my ideas, I had a notion in my mind that since I am leading the event, **I have the freedom to implement my ideas.** But on the very first day, I faced a few challenges and figured out that this is not going to be as easy as it seems. I was also under the notion that my **subordinates should always be in agreement** with my decisions and that it is solely my responsibility to make sure that **all the operations run smoothly**. As the work for the event progressed, I got to learn a lot and many of these notions/myths were cleared. The very first day when I was with my team and we were deciding on the theme, many of my teammates had various themes in their minds and all were pitching their ideas. Earlier I thought that since I am the leader whatever I decide will be final and binding, but slowly I realized that it is a joint effort and everyone’s agreement matters. From that day on, I learned that it is not necessary that my subordinates would agree with what I have to propose and I have to listen to them and then see what best suits our budget and the type of event we wanted to organize. When the decision committee’s work was done and we were at the final stage of implementation of all the chores for the event, I had divided the work among various small teams viz, catering was handed over to one team, décor to other, music to other, etc. Despite this, I used to run day and night among all the teams making sure that things are being done in a timely and appropriate manner. I used to juggle with work between the various teams which eventually affected my health and that’s when I realized that I need not juggle. I am just a provider now and I just need to step in when there is some blocker. I can just take updates regarding what is going on from each team and facilitate if there is any blocker. Since that day I was at ease. The event was a great success and with these learnings, I was able to organize various events but this time, I did not repeat the mistakes that I did during the first event.

1. After reading this article, what actions or activities will you undertake to help create conditions for the future success of your group? What metrics will you put into place to help you determine whether or not your actions are having a positive impact?

* As a new manager, firstly, I would like to seek advice from my senior managers. I would like to learn from their experience and their mistakes. I would like to be a people’s manager. A few tasks that I would undertake for my team’s success are listed below. In any situation, where it seems that the employee is not complying with the company standards, I would like to hear from the employee about the reason for the same and would try to facilitate him/her with whatever is in my capacity or would at least guide him with resources that would come to his/her aid. I would always like to encourage my team in exploring new technologies and methods and would always support them in case of failure. I will not try to micro-manage the team as I feel this creates a burden and employees do not perform well when micro-managed. One flourishes when given freedom. I believe in this thought and would like to abide by it. My team will always have the freedom of expressing their thoughts and concerns. I would always be respectful towards every employee. I would like to create an environment of trust between my fellow employees and would like them to help one another grow. I will be available for my team when needed, professionally as well as personally. When I joined the corporate world, I had to leave my hometown and reside elsewhere. I remember very vividly that my manager made me feel very comfortable and understood that I was homesick and comforted me for the same. I would like to do the same as I understand the importance of this. The major challenge comes when we have to interact with other teams. I would like to act as a bridge and try to remove any blockers in my capacity to help my team. Being a manager is not always being a good character. Whenever I see any of my employees not succeeding, I would like to hear the reason and would give him/her appropriate feedback and try to make them succeed because a manager’s success lies with the success of each of his team members. I would try to make sure that my team is never overburdened with work and have a good work-life balance. The only metric that can measure a positive impact of my actions is my team’s success. If every member of my team is growing and they have a positive feeling every morning they wake up and feel energized to come to work, I will feel that I have done a good job and my team is happy.