1. Print a copy of the Course Outline to record your session notes.
2. Complete the video program, New Manager Fundamentals, by Todd Dewett
3. Choose one of the Surviving the First Month activities and one of the Team Leadership activities. Complete both assignments prior to the next group meeting.
4. Bring your completed assignments for discussion with the group. Specifically, be prepared to discuss:

* Which assignments did you choose and what did you do?
* Why did you choose these specific activities?
* What did you find most challenging?
* What were the results?

1. Think about key learnings from the program and activities. Come to the group prepared to discuss one key learning you experienced.

**Surviving the First Month Activities** (complete 1 or more)

**Option 1 –**

Think about the value your team/role brings in achieving company objectives. Review your progress to date and consider how you are doing. Identify a minimum of one thing you can do differently to enhance your success.

Hold a meeting with your manager. Discuss his/her expectations of you in your new role, how you’re doing to date and the key value your team/role brings in achieving company objectives. Present your own perceptions. Ask for a minimum of one suggestion to enhance your success, and agree on a plan for implementation.

**Option 2 –**

Gain additional information about your team’s performance by asking for customer feedback. Develop your own questions, or use some of the following:

* What are your impressions of the service we provide?
* What is working/not working?
* What is the best part of working with my group?
* If you could change one thing, what would it be?

Consider information you have received from your manager, your peers and your customers. Summarize your observations.

Hold a discussion to gain team member perception of the team’s performance. Share the information you’ve gained from others, as well as your own perspectives. Discuss and summarize suggestions from the group on actions that should be taken.

**Option 3 –**

Think about how you will be managing team process in your unit. Document 3 -5 behavioral expectations you have of the team. For instance, if they are bringing an issues/problem to your attention, you expect them to come to the discussion with suggestions on how the issue/problem might be resolved successfully.

Hold a team meeting to discuss these expectations. Ask the team what support they will need, to live up to these expectations. Ask the team to discuss additional needs they may have of you to help them be most productive. Document and implement all agreed upon actions.

**Options 4 –**

Present a team challenge to make suggestions for a work process improvement. Review suggestions individually with the presenting team member. Choose one or two that you believe are viable to discuss at a team meeting. Have the team member present their suggestion to the team. Facilitate a group discussion on how it can be implemented.

By the conclusion of the meeting come to agreement on whether the suggestions can/will be implemented, as well as when, who and how this will take place.

**Option 5 –**

Identify a resource need within your team. Develop and present your pitch to gain agreement from your manager.

Your process should include –

* Gathering information needed to define/clarify the current problem. Use your own experience, as well as peers and customers, etc.
* Define the issue in terms of impact and cost or lost opportunity
* Identify 1 or more viable solutions for the problem. Develop a cost/benefit model to defend your recommendations
* Think about possible objections and how you will respond
* Present your recommendation to your manager

**Team Leadership Activities** (complete 1 or more)

1. Identify one or more ways to show respect and appreciation for your team. Put this into action.
2. Hold a team discussion on an important work decision. Facilitate a collaborative decision and implement.
3. Seek feedback from team members on your performance. Ask them, “If you could change one thing, what would it be?” Decide on whether suggestions should be implemented and take action.
4. Identify a team issue (group functioning, not work process.) Hold a positive debate to identify a solution.
5. Identify one way you can demonstrate that team you’re a team player. Implement needed actions.
6. Identify a team member to provide developmental feedback. Use the feedback practices discussed to present your feedback and identify options for development.
7. Think about a change that would benefit the whole group (and is within your authority to decide.) Announce and implement the change.