Applying What You Learn

These prompts from the Transition to Management course can help you reflect on ways to apply what you learn to your new role. Use these reflections to start making a plan for transitioning to management.

Shifting to a Manager Mindset

How can you prepare to meet the responsibilities and expectations of your new role as a manager? *(Example: What challenges are you likely to face? What could you do to prepare for those challenges now?)*

Manager Mindset: Time Allocation

What is one concrete step you can take to structure how you allocate your time as a manager? *(Example: “Blocking out weekly time to review Weekly/Monthly/and Quarterly Business Reviews.”)*

Manager Mindset: 1-1 Meetings

What is one concrete step you can take in your 1:1 meetings to ensure that employees get their questions answered and have your support with challenges and obstacles? *(Example: “I will start every 1:1 with an open ended question about the employee’s priorities for the meeting.”)*

Manager Mindset: Delivering Results

What is one concrete step you can take to ensure you are delivering results through your team and not through your own IC work? *(Example: “When I am tempted to take on IC work from my team, I will schedule a team meeting to reassess project priorities and delegate, instead.”)*

Manager Mindset: The Leadership Principles

Which of the Leadership Principle manager behaviors stood out to me? How can I implement that behavior with my team? *(Example: “The Dive Deep behavior of staying connected with people at all levels, not just direct reports stood out to me. I can implement this by scheduling official meetings with other team managers and making casual calls to my connections across Amazon.”)*

Mitigating Pitfalls

What is one pitfall you expect to encounter? How could you mitigate it? *(Example: “I’ve never had to prioritize getting to know the working style of everyone on a team before. I can mitigate this by asking each employee about their working style during our next 1:1.”)*