

New Manager Transition Guide

In today's ING, many leaders find themselves in new roles. They have new responsibilities, new bosses, new direct reports and new priorities. They face the challenge of learning our new organization while being expected to produce quick results. It is not an easy task.

The New Manager Transition Guide is designed to facilitate the entry of leaders into new roles by accelerating the normal process of learning, building credibility and taking charge in a new organization.

The most critical time for new leaders to establish themselves and build influence with key constituents is within the first three months of being in their new position. If they do not make an early impact or garner the support of key stakeholders, the probability of long term success is diminished. The New Manager Transition Guide helps a leader develop and implement a plan for quickly and successfully driving the agenda their new position requires.

This guide is organized by the seven key tasks that a new manager should complete during the first 90 days on the job. Each task is in its own section, each section includes a form that can be used to complete the task, along with tips for completing the task. The seven key tasks are:

1. Get to Know Your Boss
2. Get to Know Your Employees
3. Get to Know Your Job
4. Get to Know Your Peers and Internal Customers
5. Know Your Leadership Point of View
6. Communicate Expectations of Your Employees
7. Build Your Network/Support System

The New Manager Transition Guide also includes additional tips for a transitioning manager.



The action board icon indicates an action you should take.

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