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a MESSAGE from SYLVIA

Transitioning into a Leadership/Management Position?

Most people are moved into a leadership/management position at work because they've demonstrated exemplary programmatic and/or technical skills over a certain period of time. This can present some very big challenges. I know it did for me. When the Board of a 14-county nonprofit organization decided they wanted me to serve as the next Executive Director back in 1997, I temporarily froze. The truth is that, while I'd proven my value to staff and stakeholders, I was rather "green" when it came to leading and managing people. From day one it was a wild ride of trial and error. Maybe YOU can relate.



It's no secret that leadership and managerial success ultimately depends on your people skills: your ability to build and nurture positive, high functioning relationships as well as inspire the folks around you to perform at a level that gets the job done— when it

needs to be done. As you adjust to your new role, you'll notice that lots of

things change: your priorities, goals, loyalties, perspective, concerns, and style. These changes may trigger fear and anxiety. You constantly wonder if you're smart enough or good enough to last. Believe me, I understand. I've been there.

My feature article below offers seven practical, powerful, proven tips to guide you. Honestly, you don't have to feel your way in a fog or drown in the ocean of confusion. If you practice what I learned the hard way, you'll be off to a great start! I promise.

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FEATURE ARTICLE

7 Tips to Transition Smoothly into Leadership/Management

As a new leader/manager, you may feel a certain amount of pressure and stress. That's normal. The good news is that you can reduce it faster if you faithfully follow each one of the tips below:

1. Get to know your staff.

Set up private meetings with your employees to understand who they are, how they think, what motivates them, and what's going on in their lives. Be sure to ask what gets in the way of them doing their best work. Remember: your goal is full engagement.

2. Establish systems for regular communication.

Lack of communication is the cause of most work-related snafus. Hold periodic individual and team meetings to keep everyone on the same page. Consider touch-base emails to provide on the spot supervision, serve as a resource, or obtain updates about project progress.

3. Deal with problems promptly.

If you ignore emerging issues and conflicts, they grow larger and uglier. You can't afford to deny or dodge problems. Confront them directly and quickly. This is often a sticking point for new managers who want everyone to like them.

4. Invest your time in alignment with job priorities.

You are in control of your calendar. Make sure the truly important projects, meetings, activities, and tasks are on it. When you're clear about your work priorities, you are more likely to create a schedule that supports them. Avoid the temptation to clutter your days with inconsequential

minutia that doesn't mean much.

5. Decide to delegate.

The reality is that you get the work done through other people. You simply can't do it all by yourself. As a manager, you must now focus on planning, organizing, facilitating, and feeding the bigger picture.

6. Recognize and celebrate your wins.

As a new leader/manager, you may assume that you haven't yet earned any self-praise. At the end of each week step back and identify your accomplishments, large and small. Maybe you handled a tricky conversation more effectively than you'd imagined. Perhaps you re-energized a lukewarm employee or finished a project in advance of the deadline. Whatever your successes, you need to acknowledge them.

7. Engage a mentor or a coach.

Wise professionals face the fact that they don't know everything—and have much to learn—when they land a leadership/management job. Find somebody who has already developed the total package skillset you need to flourish. Tap into their expertise and then implement it in your environment. Choose to become an intentional student, and create a plan.

Here's the bottom line: in your new leadership/management position you're going to experience three major transitions. These include a transition of relationship, a transition of role, and a transition of mindset. If you search the internet, any of the credible literature will tell you this. It's up to you to embrace these transitions and figure out how to flow through them.

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What Clients Say

I hired Sylvia right out of the gate when I landed my first job as a manager. I was excited to take on this new opportunity, but I was scared too. Although I'd held various positions in my ten year career, I hadn't yet supervised employees. Within the first few weeks I saw that a few folks on my team needed to be held accountable in a deliberate, serious way. I didn't know how to do this without making an enemy. With Sylvia's specific guidance and direction I learned what to say and how to say it, always remaining professional yet making my expectations clear. It's true that practice builds confidence. After initiating these kinds of conversations several times and holding follow-up check-in chats,

I began to see evidence that I could actually stand in my manager shoes.

- Suzanne B., Philadelphia, PA

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Offers and Opportunities

REPLAY AVAILABLE: WEBINAR from APRIL 21, 2015

Do you need to learn to feel more comfortable with **risk-taking** in the workplace? On April 21, 2015 Sylvia conducted a brand new, free one hour webinar entitled: *The Hidden Riches in Risk-taking at Work: How to Shape Your Career by Stepping Up and Stepping Out*. During this computer event (using Power Point slides) she expanded participants' understanding of risk-taking, identified three areas in which to take some risks as well as strategies for doing so, and created awareness of job and career benefits. If you'd like to receive the replay, simply send an email request to: sylvia@launchinglives.biz.

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RESOURCES

Check Out Sylvia's Product

Have you been in your leadership/management position for a year or less? Are you experiencing particular struggles that keep you awake at night? Do you know someone who is rather new to management? If so, take a look at Sylvia's custom made audio product entitled: *5 Essentials for First Time Managers*. To read more about it and to listen to a sample segment of the first CD, [click here](#).

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TIP

Set aside twenty minutes of quiet, uninterrupted time either at work or at home. List your top three challenges in your new leadership/management role. Identify the social proof that prompts you to include these things on this list.

Then rank them from one to three, with one representing the item that causes the **most significant** negative impact upon individuals and/or the organization at large. Brainstorm several potential strategies for dealing with your #1 challenge and write them down. Finally, choose a strategy to which you will commit and pursue diligently. Schedule a time to reassess the situation within thirty days.

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Where in the World is SYLVIA?

On the afternoon of April 25, 2015 Sylvia presented her unique 7 step process for navigating all life/work transitions to Women Who Will, a professional women's group in Camp Hill, PA. Invited by Sharon Henderson, organizer, Sylvia spoke to 30 professionals representing various area industries.

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Join Sylvia on these social networks!

About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

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About SYLVIA

Sylvia Hepler, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Golden, Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

For more information and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

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Launching Lives SERVICES

Launching Lives, LLC is a full service career development company for managers and executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching. Quite simply, ask yourself these questions: "What can't I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I

develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching may be the SOLUTION to any of these issues.

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