Making the Transition from Co-Worker to Boss

Course Summary

Description

It is seldom easy to assume a position of authority over those who have previously been your colleagues and peers. This workshop will help you address the challenges and difficulties of making the transition from co-worker to boss. You'll learn tools and techniques to achieve a balance between your existing relationships with co-workers and the requirements of the new management role.

The workshop is interactive and fun, making use of case studies and role play.

Objectives

At the end of this course, students will be able to:

- Communicate your new management perspective
- Apply techniques for re-framing your relationships with co-workers
- Understand what your new team needs from you
- Decide what you need from your team
- Apply assertive communication skills to difficult situations
- Give regular feedback on performance
- Manage team meetings effectively

Topics

- How to develop a management perspective
- Communication skills for handling changes in relationships
- Understanding what the team needs from you
- Deciding what you need from the team
- Communicating effectively through team meetings

Audience

This workshop will benefit anyone who has recently become, or shortly will become, a new leader, and wants the tools to make the transition from co-worker to boss.

Prerequisites

There are no prerequisites required for this course.

Duration

One day

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Course Outline

I. How to develop a management perspective
- A. Moving from in-depth knowledge to understanding the overall organizational picture
- B. Representing senior management decisions and policy
- C. Getting the right balance between advocating for the team and advocating for senior management

II. Communication skills for handling changes in relationships
- A. Presenting yourself assertively as the new leader – without embarrassment or apology
- B. Setting boundaries without causing upset
- C. Modeling a professional and positive attitude
- D. Dealing assertively with office gossip

III. Understanding what the team needs from you
- A. Identifying six important things your team needs from you
- B. Giving continuous feedback on performance to each team member and to the team as a whole
- C. Giving praise and recognition
- D. Giving constructive feedback

IV. Deciding what you need from the team
- A. Moving from a need for friendship to a need for respect
- B. Applying techniques for building trust and respect

V. Communicating effectively through team meetings
- A. Identifying the need to take control of team meetings right from the start
- B. Applying guidelines for running effective, well-managed team meetings
- C. Communicating your expectations to the team clearly
- D. Being clear about what you can and cannot do in your new role
- E. Rotating the chairing of team meetings without losing control

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