



How to Succeed as a First Time Supervisor

Congratulations, you are the supervisor! You were successful in your last position and are now in a position to help others succeed so that the organizational goals can be met. You know the technical side of your work but now you must learn how to develop and lead others which includes developing yourself.

Successful Supervisors:

- Understand the impact of their role (organizationally and with their employees)
- Have a plan and communicate it clearly, again and again
- Know each of their employees; learn strengths and areas for improvement
- Work hard to become good communicators
- Address problems immediately and consistently
- Establish standards and set the example
- Show appreciation for a job well-done
- Reflect on and learn from mistakes
- Treat everyone fairly
- Take time to teach and develop their staff
- Set and communicate realistic expectations
- Include team in decision-making when appropriate
- Ensure safe practices and a safe workplace
- Understand and follow policies and procedures

Within the First 90 Days:

- Schedule a meeting with your manager, your peer supervisors, and each of your employees
- Understand their interests, goals & challenges
- Understand the mission and objectives of your department
- Begin establishing a strong working relationship with your manager and your team
- Determine your management style and goals
- Review the files, documents, procedure, etc.
- Attend Managing @ UT
- Consider participating in a first-time manager coaching group or scheduling an individual coaching meeting with an EAP professional

Resources:

The New Supervisor: Stepping Up With Confidence, by McKnight & Chapman

New Supervisor Training, by Jones & Chen

The New Supervisor: Strategies for Supporting and Managing Frontline Staff, by Lapointe