

VANGUARD BUSINESS EDUCATION

New Manager Survival Guide

Your first ninety days as a manager set the tone for everything that follows. This guide breaks that period into three stages so you focus on the right things at the right time: learn first, build next, then lead. Each stage gives you a short checklist of practical actions. Tick them off as you go.

Transitioning into management

Stepping up changes your job. You move from doing the work to getting work done through others. The skills that earned you the role are not the same ones that make you a good manager. Give yourself time to learn the new ones.

- Listen more than you direct in the early weeks
- Resist the urge to change everything at once
- Build trust before you build new processes

First 30 days: learn

Your job in month one is to understand the team, the work and the expectations.

- Meet each team member one to one
- Ask what is working and what frustrates them
- Clarify what your own manager expects of you
- Map how the work flows and where it stalls
- Learn the team's current priorities and deadlines
- Hold off on major changes

Days 31 to 60: build

With the picture clearer, start setting your approach and small improvements.

- Set clear expectations for each role
- Agree how and when the team communicates
- Fix one or two obvious frustrations
- Start giving regular, specific feedback
- Establish a simple meeting rhythm
- Delegate a task you were tempted to keep

Days 61 to 90: lead

Now you move from settling in to leading forward.

- Set goals for the team's next quarter
- Hold a development conversation with each person
- Review what you have changed and what worked
- Address any performance issue you have been putting off
- Ask your team for feedback on you
- Plan the skills you want to build as a manager

A Certificate IV in Leadership and Management gives new managers the practical tools behind each of these stages.

Ready to Take the Next Step?

If you would like guidance on selecting the most suitable qualification pathway, visit Vanguard Business Education or speak with our team. All qualifications are delivered 100% online with no entry requirements, and our on-site assistant SmartCoach™ can answer your questions at any time.

Browse qualifications: <https://vanguardbusinesseducation.edu.au/business-qualifications/>

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