

VANGUARD BUSINESS EDUCATION

First 90 Days as a Team Leader

A structured start helps you lead with confidence instead of reacting to whatever lands on your desk. This checklist walks you through the first ninety days as a team leader, from the days before you start to the end of month three. Tick each action as you complete it. Treat it as a roadmap, not a script, and adjust it to your workplace.

Section 1: Before starting

- Read your position description and confirm your remit
- Find out who is on your team and their roles
- Clarify with your manager what success looks like in 90 days
- Note any urgent issues you are inheriting

Section 2: Week 1

- Introduce yourself to the team in person or on a call
- Meet each team member one to one
- Learn the current priorities and deadlines
- Observe how the team works before changing anything
- Set up access to the tools and systems you need

Section 3: Month 1

- Map the team's workflow and spot bottlenecks
- Agree communication norms with the team
- Set clear expectations for each role
- Fix one small, visible frustration
- Start a regular team meeting

Section 4: Month 2

- Give regular, specific feedback to each person
- Delegate a task with a clear outcome
- Review progress against the team's priorities
- Address a problem you noticed in month one
- Build a relationship with one other team leader

Section 5: Month 3

- Set goals for the team's next quarter
- Hold a short development chat with each person
- Ask your team for feedback on your leadership
- Review what you changed and what worked
- Plan your own skill development as a leader

Pair this roadmap with a Certificate IV in Leadership and Management to build the underpinning skills.

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/>

Make an enquiry: <https://vanguardbusinesseducation.edu.au/contact-us/>