



SOCIETY OF  
RESEARCH  
ADMINISTRATORS  
INTERNATIONAL

# I'm a New Manager: Where Do I Start?

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# Objectives

## Recognize

- Top managerial missteps

## Develop

- Coping mechanisms

## Gain

- Resources

# Top Manager Missteps

Think you know everything

Must show everyone who's in charge

Changes everything

Afraid to do anything

Don't take time to get to know staff

# Top Manager Missteps (cont'd)

Don't spend time with Boss

Don't worry about problems or problem employees

Don't let yourself be human

Don't protect your staff

Avoid responsibility for anything

# Top Manager Missteps (cont'd)

Destroys Work/Life Balance

Attempts to please everyone

“I” vs. “We” mentality

Fails to lead by example

Inability to express yourself

# Top Manager Missteps (cont'd)

Feels responsible for your team

Too Flexible or Inflexible

Tries to impress

Micro-manages

# Develop Coping Mechanisms

Invest in Yourself (Training & Professional Development)

Find a mentor/role model

Study other leaders

# Coping Mechanisms (cont'd)

Get away from your work environment

Exercise

Find a confidante

Take vacation

Take a break



# 10 MANAGEMENT TIPS FOR GREAT LEADERS

## Share information

Communicate the news that **you can**, so minds don't wander.

## Say thanks

People want to feel **appreciated!**  
A simple thank-you note **doesn't cost a thing**, and it **makes a huge difference**.

## Empower through delegation

We know no one can do it as well as you can, **BUT you need to delegate** to give yourself time to **complete tasks** more appropriate for your level.

## Adjust your style

You have **many different communication styles and personalities** on your team. **Don't think that you can manage everyone the same way**, and don't assume everyone likes to be managed the way you like to be managed.

## Set small milestones

If you can't match last year's numbers, set **milestones that can be reached**.

## Have fun

Your team wants to **enjoy going to work**. Play ten minutes!

## Remove obstacles

**Bureaucracy stifles creativity and innovation**. Cut down some of the paperwork.

## Give feedback

Your direct reports want feedback, and **it's crucial in making your team as productive as possible**.

## Raise your hand

When your people see you putting in extra hours, **they are inspired to jump in and follow your lead**.

## Focus your time

It's the old 80:20 principle. Focus the majority of your time and attention on the **20% of your people and projects that generate 80% of your results**.

# Resources

- Leadership Training – internally at your institution, external training through professional organizations, online, etc.
- Books – e.g., John C. Maxwell, Stephen Covey, Ken Blanchard, etc.
- Network - Develop relationships with peers at other institutions in similar roles, attend conferences, etc.





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