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Best Practices for New Managers

Meet the Presenters

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Learning Objectives

- Identify Best Practices
- Develop Coping Mechanisms
- Recognize Top Managerial Missteps
- Gain Resources



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Best Practices for New Managers

- Get to know your staff
- Spend time with your leader
- Invest in yourself
- Develop Coping Mechanisms

Get to Know Your Staff

- ❑ Schedule standing meetings
 - 1:1's
 - Team
 - Topic or project

- ❑ Utilize an 'open door' practice

- ❑ Provide opportunities for brief social gatherings at work
 - Coffee breaks, etc.
 - Group lunches



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Invest in Staff

- Create a Career Development Plan (Short and Long-term goals)
- Set SMART career goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- Provide opportunities for learning & development
- Identify a mentor/career coach

Invest in Yourself



INVEST IN
YOURSELF
(TRAINING &
PROFESSIONAL
DEVELOPMENT)



MEET WITH YOUR
LEADER



FIND A
MENTOR/ROLE
MODEL



STUDY OTHER
LEADERS



Develop Coping Mechanisms



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Best Practices for New Managers

- Avoid Missteps
- Utilize Resources
- Develop a Network

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

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 organizations, online, etc.
- Books – i.e. John C. Maxwell, Stephen Covey, Ken Blanchard, etc.
- Network - Develop relationships with peers at your institution and at other institutions in similar roles, attend conferences, join listservs, etc.





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