

Colleague today, a boss tomorrow - managing colleagues

Recommendations for an employee transitioning from a team member role to a leadership position:



1. **Understand your new role:** Fully comprehend what is expected of you as a leader and what your responsibilities are. Clearly identify the new skills, competencies, and behaviors that are now required, and then focus on developing them.



2. **Seek support:** Meet with experienced leaders in your company, learn from them, ask questions, and seek advice. Consider participating in trainings or workshops for new leaders as well.



3. **Stay authentic:** Remember that you don't have all the answers. Being authentic and honest, and asking for help and support (especially at the beginning of your managerial journey) is a sign of a true leader. It can also increase the respect and trust that your team members have for you.



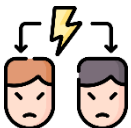
4. **Prepare an "exposé":** Organize a meeting with your team where you openly present your expectations, vision, and principles that will govern your collaboration. By doing this, you will clarify your assumptions and open up a space for dialogue where team members can express their expectations of you as a leader.



5. **Learn to assertively say no:** Strive to separate relationships from requests and decisions. While you should not neglect existing relationships with team members, you also need to be able to say "no" in an assertive and respectful manner when the situation calls for it.



6. **Maintain a professional distance:** Avoid getting too close in relationships with team members that could interfere with your ability to make objective and fair decisions. Set appropriate boundaries to maintain professionalism and a healthy distance. A well-conducted exposé will help you in this regard.



7. **Don't elevate yourself above the team:** Remember that while you are now a leader, you are still part of the team. Your role doesn't place you above others but gives you the responsibility to lead and support the team in achieving common goals.



8. **Handle criticism skillfully:** Treat criticism as an opportunity for learning and growth, rather than a personal attack. In any situation involving criticism, learn to identify constructive elements that can help you improve your skills and effectiveness as a leader.

Complete implementation tasks that will help you apply the new knowledge.

Task 1:

Organize a meeting with an experienced and supportive leader in your company.
Who will you meet, when, and what questions will you ask?

Task 2:

Prepare an "exposé" and invite your team to it.

Design and conduct an "exposé" meeting with your team where you present your vision, expectations, and collaboration principles. Remember that clearly communicated expectations are the foundation of effective teamwork and well-understood boundaries.
As a reference, watch video number 11, " Leader's exposé" for assistance.

Task 3:

Plan to participate in leadership skills training. Check the training offerings within the company.
Find out if you have a budget for external training.