

Leader Toolkit

From team mate to leader



We are **COLLABORATIVE** and **INSPIRATIONAL** leaders.

We build trust, communicate and support each other as we learn and grow.

Why use this tool

Use this tool to work out what actions you can take to make it easier to move from **being part of a team to the leader of the team**.

When to use this tool

Use this tool **when you get promoted** to your first leadership role, especially when you have been promoted from being part of the team that you will be leading.

How to use this tool

1. Read **the description of the areas** that might have changed.
2. **Think about the possible results of the change** and what you can do about it.
3. **Write down actions** - what you can do to make sure that things work for you in your new role?
4. **Add actions** to **Build your 90 day leadership plan** and to **your development plan**.

Tips

- Use the tool **before you start** in your new role. Don't wait until you see signs of the team being unhappy.
- You need to establish yourself **without acting like the promotion's gone to your head**.
- Think about **how you would feel** if one of your teammates was promoted to being your boss. What would make you feel more comfortable?
- This is a new and challenging situation for you. Seek out your leader for feedback, problem solving and support. **Don't be afraid to ask for help**.
- **Remember discipline is a critical part of being a leader**. People become resentful when they see poor performers get away with low standards.

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Something has changed	Think!	Do you need to take action?
Your new job has changed, who reports to you and what you are responsible for.	<p>People will want to know where they stand with you.</p> <p>How will you let people know how you want things to work? In team meetings? In one-on-one meetings?</p> <p>How will you understand their concerns?</p>	
Your new job means that things are going to be different between you and your former teammates.	<p>The change could make some people uncomfortable.</p> <p>Don't try to ignore the fact that things have changed. Be open about it.</p> <p>How can you be seen to treat everyone equally and fairly, even those team members who are also good friends?</p>	
Your new job means that you need to ensure former teammates take responsibility for what they do.	<p>Recognise people when they do well. However you can't ignore problems if they happen.</p> <p>Always follow up on good work and poor performance.</p> <p>Remind each person in the team of what you expect of them.</p>	
Your new job means that you are not one of the team any more.	<p>People won't always include you in the way they used to</p> <p>How will you make it easy for everyone to feel comfortable about coming to you with an idea or complaint?</p> <p>Make sure you always pass on the information that management asks you to.</p>	

