MANAGER CHECKLIST

NINE STRATEGIES TO HELP YOU AND YOUR TEAM MAKE BETTER DECISIONS, TAKE BETTER ACTIONS AND GET BETTER RESULTS

www.baylor.edu/hr/leaders  askHR@baylor.edu
9 STRATEGIES FOR SUCCEEDING AS A MANAGER

Know Yourself. Be Yourself
Know your strengths and when they become your weaknesses. Know your capabilities and limitations. Be authentic by playing to your strengths, admitting weaknesses, and engaging others.

Baylor Course: Self-awareness: A Christian Perspective

Keep, Your team and Your Supervisor Informed
What do I know? Who needs to know it? To promote efficiency and morale, keep your employees and supervisors informed. Explain the 'Why' behind the 'What,' and empower them to do the 'How.' Develop a culture of continuous selfimprovement.

Baylor Course: Crucial Conversations

Empower
Be extremely intentional about preparing and developing your team. This isn't micro-management; on the contrary, it is delegating while setting them up for success. Develop a sense of responsibility, relegate authority, and employ your team within their capabilities.

Baylor Course: Crucial Accountability
Have a support team of mentors and accountability partners to check your assumptions, expand your perspective and confidentially challenge you. It is your duty and responsibility to do that for others.

Baylor Course: Moving to Mgmt

Assess, Create, & Reinforce Culture
This is a continuous process and the essence of what you will do as a leader. You will set the tone and the example for what positive or negative habits persist in your department. Is your team on the right track?

Baylor Course: Leadership Essentials

Point of Influence vs Point of Friction
We must constantly assess ourselves and the department, to discern between the point of influence and the point of friction, and where influence is most appropriate. The better a leader is able to 'telescope' – balance zooming in and out – from each point, the better they can evaluate the needs of the community and their staff in order to find solutions that meet the intent.

Baylor Course: Vision & Execution
**Engage the Five Senses**

Use the Five Senses to gain situational awareness. Hear - Listen for each person’s perspective on the department. Touch - Start to formulate how you will add your personal touch to the team. Smell - Have a nose for facts and hindrances; trust the facts, develop a plan to remove hindrances. See - Look and observe. Taste - Eat lunch with employees on an individual basis.

Baylor Course: The 1% Leadership Solution: One on Ones

**Inclusivity**

As leaders, we want to create an environment where all Baylor employees have: Visibility to be noticed; Value to be taken into account; Access to social interactions; Rights to act and to claim; Resources to participate.

Baylor Course: Inclusive Leadership

**Boundaries**

Make decisions that leads to achieving results and retaining your people. Build time in your schedule for contingencies, One on Ones, and 'you' time. Protect those times! Learn how to say 'No' to good things so you can say Yes' to great things.

Baylor Course: Leading Meetings
BAYLOR COURSES

- Self-awareness: A Christian Perspective
- Crucial Conversations
- Crucial Accountability
- Moving to Management
- Leadership Essentials
- Vision & Execution
- The 1% Leadership Solution: One on Ones
- Inclusive Leadership
- Leading Meetings

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