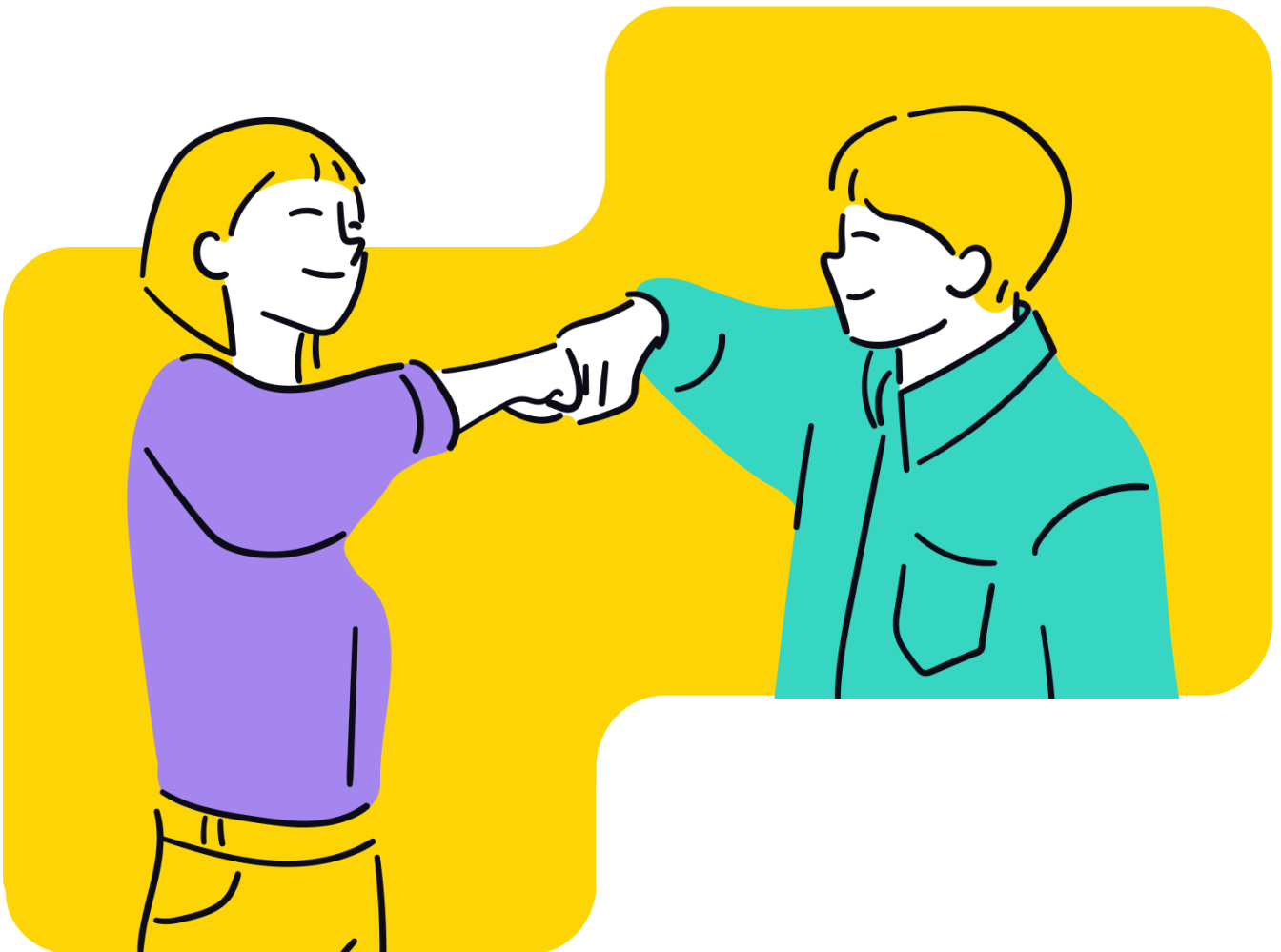


Creating A Powerful Team Culture: HR's Guide



Introduction

Managing a whole new team?

It's an exciting opportunity, but may seem daunting. Don't worry, we're here to help.

As you step into this new role, we'll provide you with the guidance and support you need to lead your team with confidence and ease. So let's dive in and make this new chapter of your career a huge success.



1. Identify your managerial persona

Every person is different and uses different styles of management. You need to identify yours. Are you going to be democratic, affiliative, or authoritative? This self-awareness is one essential skill you must develop.

- ☐ **Assess your personality traits** - Understanding your personality traits gives you a good indication of your managerial persona. Take a personality test or reflect on your personality traits to identify your natural tendencies and preferences.
- ☐ **Evaluate your management style** - Think about your current management style and evaluate how effective it is. Do you prefer a more hands-on or hands-off approach? Are you more focused on results or on building relationships with your team members? Understanding your management style can help you identify your strengths and areas for improvement.
- ☐ **Seek feedback** - Ask for feedback from your colleagues and team members about your managerial style. This provides valuable insights into how others perceive you and what you can do better. Consider your leadership philosophy - What values and beliefs guide your management decisions? What motivates you as a leader? Recognizing your leadership philosophy helps you understand your managerial persona and ensures your actions align with your values.

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- ☐ **Reflect on your successes and failures** - Think about times when you succeeded in managing a team and times when you struggled. Reflect on what worked well and what didn't, and pin down patterns or trends so you understand your managerial persona.



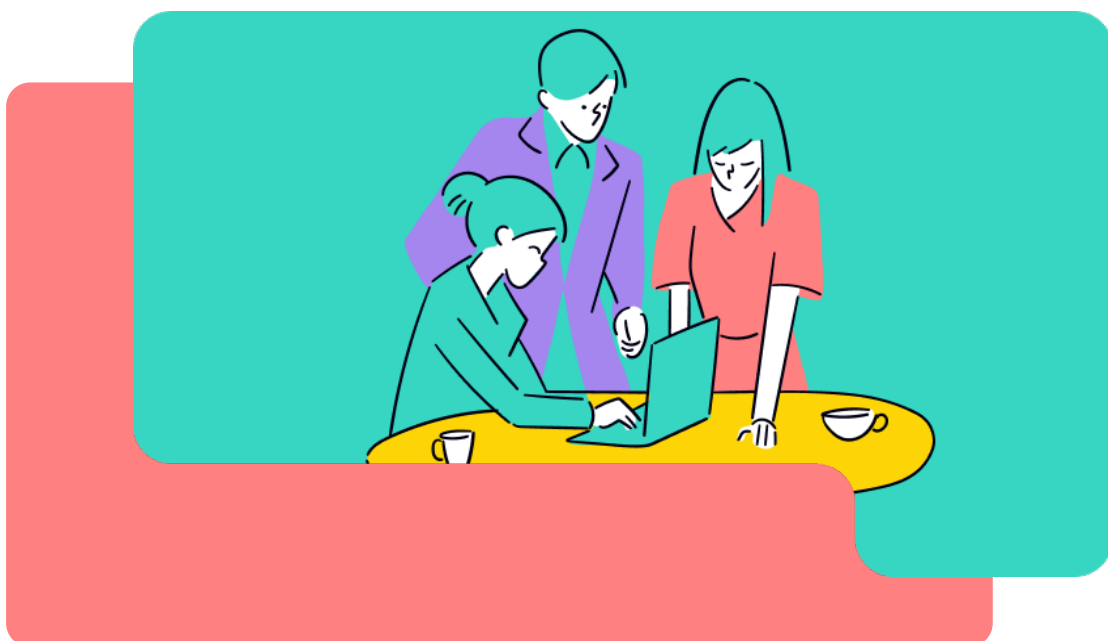
2. Understand the organization and your role in it

Whether you are a new hire or have a longstanding history with your employer, assuming a managerial role requires a comprehensive understanding of the company's operations and mission.

To effectively lead your team toward success, it is imperative that you familiarize yourself with the organization's core values and primary objectives. Without this knowledge, you cannot reach greater heights.

- ☐ **Learn the organization's culture & values -** Every organization has a unique culture and values that guide its operations. Take time to learn and understand culture, values, and mission. This helps you align your actions and decisions with the company's vision.
- ☐ **Clarify your responsibilities -** Understand your specific responsibilities and duties as a manager. Meet with your supervisor or HR representative to discuss your role and clarify any questions or uncertainties you may have.
- ☐ **Identify key stakeholders -** Identify the stakeholders you will work with, including your team, peers, supervisors, and external partners. Build relationships with these stakeholders and understand their roles in the organization.

- ☐ **Understand the organization's structure and hierarchy** - Understand the organization's structure, including its departments, teams, and reporting lines. This helps you understand the relationships between different parts of the organization and how decisions are made.
- ☐ **Analyze the organization's goals and objectives** - Identify the organization's goals and objectives, and how your team fits into these goals. This way, you can prioritize your actions and focus on areas that will contribute to the organization's success.
- ☐ **Observe and listen** - Take time to observe and listen to your team, colleagues, and other stakeholders. So you can understand their perspectives, needs, and concerns, enabling you to make more informed decisions.



3. Meet with team members

When a manager takes the time to get to know their team members, they are better able to understand their individual needs and preferences. Building rapport with a team develops a positive relationship and establishes trust with team members. This leads to increased job satisfaction and motivation. Here's how you can do this:

- ☐ **Get to know team members on a personal level** - Take the time to get to know your team members as individuals. Ask about their interests, hobbies, and family life. This can help you build stronger relationships with them.
- ☐ **Communicate regularly** - Schedule regular check-ins with team members to discuss work progress, challenges, and opportunities. This can help build a sense of trust and openness between you and your team.
- ☐ **Show empathy** - Be empathetic and understanding towards your team members. Acknowledge their feelings and concerns and show that you care about their well-being.
- ☐ **Be approachable** - Create an open-door policy and encourage your team members to approach you with any questions, concerns, or feedback they may have. This approach helps create a more collaborative and supportive work environment.

4. Embrace a new mindset

As an individual contributor, your primary focus was on achieving personal success. However, as a manager, your success will be measured by the performance and accomplishments of your team.

- ☐ **Focus on team success** - Shift your focus from personal success to the success of your team. Prioritize team goals over individual goals and take ownership of the team's performance.
- ☐ **Be a coach and mentor** - As a manager, your role is not just to manage tasks but also to coach and mentor your team members. Help them develop their skills and achieve their goals.
- ☐ **Embrace change** - It's time for you to embrace change and be open to new ideas and ways of doing things. Learn to adapt to new situations and have a flexible approach.
- ☐ **Communicate effectively** - Effective communication is critical as a manager. Practice active listening and be clear and concise in your communication with team members.

- ☐ **Take ownership** - Take ownership of your role and your team's performance. Lead by example and take responsibility for your actions and decisions.
- ☐ **Avoid immediate intervention** - Resist the temptation to immediately intervene or take matters into your own hands when an employee is struggling. Your focus should be on fostering employee growth and skill development. Adopt the philosophy of “give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.” This approach will help employees become more self-sufficient, and build a stronger, more capable team in the long term.



5. Earn people's trust

The actions you take in the first few days, weeks, and months can significantly impact how your team perceives you. It is crucial to focus on building trust and creating a positive impression from the outset. Prioritize building positive relationships with your team members and focus on gaining their trust.

- ☐ **Keep your word** - It's crucial to follow through on your promises and threats. Failing to do so can damage your credibility and make team members doubt your leadership abilities. To avoid this, it's best not to make grand promises or overreact to situations. Instead, focus on taking measured actions and delivering on what you commit to.
- ☐ **Act as a good role model** - To avoid being seen as hypocritical, it is important to model the behaviors and attitudes that you want to see in your team. This means being consistent in your own actions, such as arriving on time and meeting deadlines, so your team can follow your lead.
- ☐ **Avoid micromanagement** - Micromanaging can be detrimental to a new manager's relationship with their team. It can create an impression of a lack of trust in their teams' abilities. Instead of constantly peering over their shoulders, it's better to regularly check in with team members and encourage them to reach out if they need any support. This approach will build trust and promote a sense of autonomy.

- ☐ **Admit mistakes** - To foster a culture of accountability, it is important to lead by example. Instead of expecting others to own up to their mistakes, take responsibility for your own errors first. By doing so, you can create an environment where people feel comfortable admitting their faults and learning from them.
- ☐ **Appreciate and recognize others** - It is important for workers to feel valued and recognized for their efforts, particularly when they exceed their job requirements. Building trust with your employees involves acknowledging and appreciating their hard work and dedication.
- ☐ **Share credit** - When people feel undervalued or unappreciated, they may become hesitant to give their best effort in the future. To avoid this, it is important to share credit and recognize the contributions of others. By spreading the glory, you can create a positive and supportive work environment that encourages people to continue to give their best.
- ☐ **Never play favorites** - Maintaining consistent standards is critical for building and preserving trust in a managerial role. Regardless of personal relationships or past experiences with colleagues, it is important to remain impartial and treat everyone equally. Failure to do so can erode trust and create a perception of favoritism or unfairness.

6. Communication is key

Effective communication is a critical component of managerial success and providing feedback is an essential part of the job. Developing the skill of delivering constructive criticism can benefit you and your team in the long term. It is worthwhile to invest time in learning how to clearly express your expectations, requirements, and concerns to your team.

- ☐ **You set the tone** - It is important to prioritize effective time management. Your ability to manage your own workload can have a significant impact on the productivity and progress of your team. Procrastination can lead to delays and setbacks, ultimately causing your team to fall behind schedule. Therefore, take steps to set a positive example for your team.
- ☐ **Create the right environment** - To avoid earning a reputation as a competitive boss, it is important to prioritize active listening over constantly providing input. Trusting your team to make informed decisions and take calculated risks promotes a positive and empowering work culture. Similarly, it's important to manage workplace conflicts effectively. When tensions rise and egos clash, your ability to handle the situation makes all the difference in creating a positive and safe environment.

- **Send good vibes** - Remember to acknowledge and appreciate people's strengths and hard work by giving positive feedback and expressing gratitude. To effectively manage a team with diverse personalities and potential conflicts, it's essential to develop your emotional intelligence and hone your ability to assess people's strengths.



7. Take time to recharge

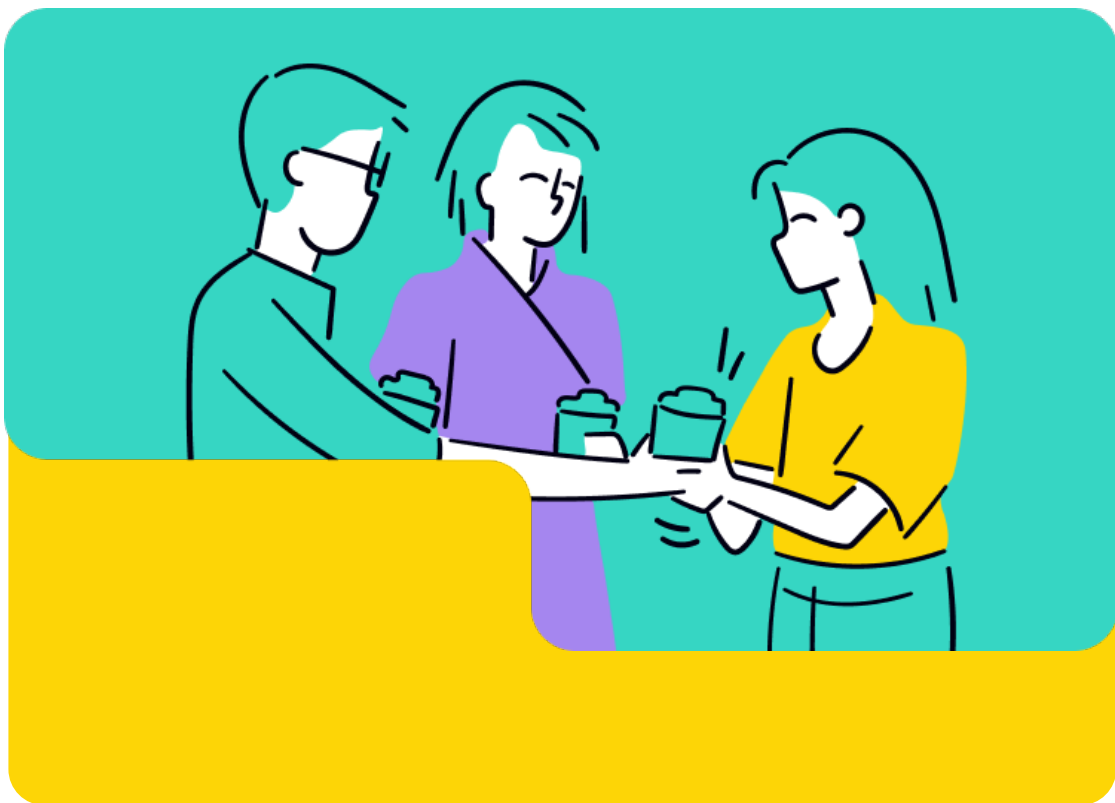
In the beginning stages of any new job, it's natural to feel the pressure of making a good first impression and getting familiar with the work. As a first-time manager, this pressure can be even more daunting and can lead to restless nights. While it's commendable to be eager to excel in your new role, it's essential to prioritize your well-being. Taking care of yourself shouldn't be considered a luxury, but rather a crucial step in obtaining the energy needed to perform at your best as a team leader. With that in mind:

Take breaks - Schedule regular breaks throughout your workday to relax and recharge your mind. Get up from your desk, stretch, take a walk, or do something you enjoy.

Practice mindfulness - Take a few minutes each day to practice mindfulness meditation or deep breathing exercises. This can help reduce stress and increase focus.

Exercise - Regular exercise can improve your physical and mental well-being. Find an exercise routine that you enjoy and make it a part of your daily or weekly routine

- ☐ **Disconnect from work** - It's important to create boundaries between your work and personal life. When you're not at work, disconnect from work-related emails and messages to allow yourself to fully recharge.
- ☐ **Seek support** - Don't be afraid to ask for help or support when you need it. Reach out to a mentor, coach, or colleague for guidance and support.



Conclusion

This checklist for new managers helps create a powerful team culture and involves several key steps that are essential to building a strong and cohesive team.

By setting clear expectations, providing support and feedback, fostering open communication, and leading by example, new managers can establish a positive and productive work environment that promotes growth and success for both the team and the organization.

If you follow this checklist, you can create a culture that values teamwork, collaboration, and mutual respect, leading to a highly motivated and engaged team that is driven to achieve its goals.



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