

# NEW MANAGER

DURING YOUR FIRST 30 DAYS AT GOGGLE

Start

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## Get to Know Your Team

Take time to connect with your direct reports and build relationships.

- Learn and use their name.
- Take a work time-out lunch together.
- Figure out what makes them tick!



*An effective manager is one who taps into and drives their teams unique styles and individual motivations.*

## Set a Vision & Expectations

Chart the path forward and clarify each individual's role in reaching the goal.

- Define and build consensus around an aspirational organizational goal.
- Clearly define roles and responsibilities for teams and individuals.



*The most masterful managers build buy-in by communicating in a way that makes the mission meaningful for their teams.*

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## Mutual Accountability

Create sustainable systems to develop talent and push project progress towards goals.

- Solicit and purposefully implement employee feedback in development plans.
- Honor commitments and follow up when team members fail to do the same.



*Change making managers hold themselves to the highest standards, and coach their team up to do the same.*

## Be the Key

The greatest key to your success is YOU!

Do your best.  
Be your best.  
Have fun!



End