

5 New Manager Tips That Can Help Experienced Leaders Succeed, Too

Your first day as a manager can be one of the most daunting of your career. You're suddenly responsible for not only your own projects but also the work of those on your team — many of whom were your peers just the day before. It's a major transition. That's why it's important to get it right from the very beginning and convince employees to trust your leadership.

And what about seasoned managers? Are work pressures causing you to fall into [bad boss habits](#), like helicoptering over employees to ensure things get done right and on time? Is your department experiencing low morale or a higher-than-expected turnover rate? If so, perhaps it's time to step back, revisit some basics and refresh your management approach.

Below are five tips that can help new managers hit the ground running, and seasoned managers brush up on the fundamentals that will help them refine their leadership:

1. Maintain a professional tone

Keeping things professional at work sounds like a no-brainer, but it can be tricky to monitor the performance of people who are also your friends or close associates. Tasks like [performance reviews](#) and disciplinary action can be especially awkward. In fact, 19 percent of chief financial officers (CFOs) interviewed for a recent Robert Half Management Resources survey said supervising friends or former peers is one of the most difficult parts of becoming a manager for the first time.

View an infographic of the survey results [here](#).

Maintaining a professional tone while on the job includes not griping about policies, the workload or senior leadership — things you may have done in the past as a staff-level employee. It's also better not to overshare details of your personal life. However, *do* remain on friendly terms with your colleagues and continue to socialize with them. Also, be sure to treat all team members fairly so that you avoid the perception of having favorites.

2. Don't micromanage

As highly trained professionals, accounting and finance staff don't need much direction once they've been given their assignments. They deserve feedback and recognition, of course, but they don't need their manager looking over their shoulders or constantly asking for status updates.

Good bosses know it's important to trust their team to do what they were hired to do. And that's why “don't micromanage” is one of the most essential new manager tips.

Admittedly, a hands-off approach can seem counterintuitive. Isn't it your job to get involved and make sure everything is getting done? Yes. But the most effective leaders ensure their staff members have what they need to succeed — from technical resources to [training and professional development](#). And once their team is set up, they let them get down to work.