



10 Must-Have Skills for New Managers



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Introduction

Most new managers go into their new role without any training for the new skills they'll need in the role. This checklist takes you through the 10 most important skills for any new manager (and a refresher for those who have been in the role for a while).

If there are gaps there for yourself or your potential new hire, we can help. You'll find out more about our training options in section 3.

For now, see what mark you get on the checklist.



10 Must-Have Skills for New Managers

Leadership Skills:

- ☐ Motive your team to get the best out of them
- ☐ Setting clear goals and expectations
- ☐ Being able to give directions and guidance
- ☐ Spotting when a team member needs support and may not directly ask for it

Communication Skills:

- ☐ Active listening
- ☐ Empathy towards team members
- ☐ Approaching difficult conversations
- ☐ Delivering constructive feedback
- ☐ Clear instructions

Time Management:

- ☐ Manage your new workload, including an increase in meetings
- ☐ Manage your team's workload
- ☐ Delegating tasks
- ☐ Meeting new (and probably increased) deadlines

Problem-Solving:

- ☐ Managing issues between team members
- ☐ Spot developing problems
- ☐ Getting the best outcomes for the business
- ☐ Finding creative solutions
- ☐ Making informed decisions based on the best information available

Decision-Making:

- ☐ Be confident in decision-making, even when it's difficult
- ☐ Consider risks and outcomes for the business
- ☐ Weighing up all options to help with decisions

Team Building:

- ☐ Creating an inclusive team culture with high levels of psychological safety
- ☐ Build trust between all of your team members
- ☐ Encourage collaboration
- ☐ Encourage all of the team to speak up, even those who are usually quiet in meetings

Conflict-Resolution:

- ☐ Approach conflicts with impartiality and sensitivity
- ☐ Mediate between team members
- ☐ Spot situations developing before they become problematic
- ☐ Finding creative solutions
- ☐ Manage expectations and team behaviours

Performance Management:

- ☐ Set goals and targets for the team
- ☐ Give regular feedback
- ☐ Coaching and mentoring where needed

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- ☐ Recognise and reward achievements
 - ☐ Spot talent that needs developing

Adaptability:

- ☐ Having a growth mindset
- ☐ Review and adjust strategies
- ☐ Being open to not having all the answers
- ☐ Encouraging the best from your team

Personal Development:

- ☐ Regular training and development
- ☐ Reflect on learning and challenges
- ☐ Reflect on successes
- ☐ Take ownership of your personal development

A background image showing several business professionals in a meeting. In the foreground, a man in a dark suit is leaning over a table, looking at documents. To his right, a woman with blonde hair is also looking down at the papers. Other people are visible in the background, all appearing to be engaged in a collaborative work session. The lighting is bright and professional.

Training

Danton offers one-day training for essential leadership skills with our Understanding the Management Role course. This gives new and aspiring managers the chance to gain the basic skills so they can succeed in their roles.

This one-day session is a foundational overview of the skills they need as a manager. It's also the first module in our Managing People Fundamentals programme.

For new managers, we recommend the full programme. If you have someone who you think has management potential, then the one-day course gives the insights into what's expected of them as a manager and can help towards that next step in their career.



Are you eligible for funding?

Your business may be eligible for SkillsBoost funding which can save you up to 50% of the costs of training. As an official SkillsBoost provider, we can help you apply. The trainee will need to live within Worcestershire to be eligible.

[Book a call with Duncan](#) to find out the best options for your needs.



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About Us

Danton offers management and leadership training as part of their specialist outsourced HR services. Danton was founded by Nicola Roke and has grown to include a growing team of HR consultants and experienced trainers.

We're incredibly driven about delivering for our clients because we're genuinely passionate about seeing businesses succeed through exceptional leadership and effective people management that both motivates and engages teams.

Testimonials

Thank you Duncan, Nat and the team at Danton HR for delivering such an inspiring course. Lots of practical content to be taken away and implemented. Thoroughly enjoyable and highly recommend

- Ormerod Rutter

Putting our managers through the MPF ensures that they have the leadership knowledge and skills they need to flourish. The practical elements of the training allows them to deal with the real world situations that they will face from day one in their new roles. They are much more proactive and require less support.

- USN

The change in Abi over the six months of the programme was really impressive. We now completely trust Abi to run the business with little or no input from us; she handles anything that comes her way brilliantly using the knowledge and practical skills that she learnt on the programme.

- Squiggles