

Manager Guidance: Your third Month

Aligning your role and unit

The key theme for your next 60 – 90 days (90-day plan) is alignment. After working through clarifying roles, expectations and approaches, you'll now start to align these to plans and actions to increase momentum moving forward.

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Align Your Relationships

Prioritise spending time individually with your team members understanding their roles, their priorities and challenges.

Be able to answer the following questions about the team through your discussions:

- How well does our team deliver on your requirements and expectations?
- What are our team's perceptions of their experience at work?
- What promises and commitments have been made for the next 6-12 months?
- When and how should we communicate with each other?
- Which of my peers are critical to the team's success?
- What are the upcoming strategic initiatives that my team needs to be aware of?
- What are the lessons learned from past experiences with projects or initiatives?

Align Your Role

Understanding your Priorities

- Identify the top three to five key issues or improvements to focus on in the next 6-12 months
- Share these with the team and ask for feedback, thoughts or ideas
- Work with your team to develop a plan to address the above five key issues

Align Your Systems

Identify any other areas of the service that you may need to involve or connect with in support of delivering or actioning plans

Micro-Skills to consider

What to know:

- [Briefs](#)
- [Business Cases and Change Plans](#)
- [Contract Management and Procurement](#)
- [Discipline](#)
- [Have Your Say](#)
- [Human Rights](#)
- [Legal Protection](#)
- [Processing staff Separations and departures](#)
- [Public Interest Disclosures \(PID\) and Whistleblowing](#)
- [QSuper Income Protection](#)
- [Situation, Background, Assessment and Recommendation \(SBAR\)](#)
- [Welcome to Country](#)

How to act:

- [Be Action Oriented](#)
- [Be Determined](#)
- [Develop Staff](#)
- [Give Directions](#)
- [Have a Wellbeing Conversation](#)
- [Motivate people](#)
- [Negotiate](#)
- [Organise Your Work](#)
- [Present to Senior Managers](#)
- [Stand Up and Be Counted](#)