



# NEW MANAGER TOOLKIT

'Good management is the art of making problems so interesting and their solutions so constructive that everyone wants to get to work and deal with them.'

Paul Hawken

If you require this document in an alternative format please contact  
hrhelpline@ed.ac.uk

## LINE MANAGER RESPONSIBILITIES

**This document outlines your responsibilities as a line manager and signposts you to relevant policies and procedures.**  
(15 mins)



## PEOPLE MANAGEMENT SKILLS

This online course from futurelearn and CIPD provides an introduction to people management to help you develop your own management style.

(15 hours over 5 weeks)



## NEW MANAGER FOUNDATIONS

This LinkedIn Learning course offers practical advice to help you establish your identity as a leader, connect with your team, and become a successful manager.

(1 hour)



## STEPPING UP FROM PEER TO LEADER

This article will provide you with pro tips to make the transition from peer to leader.

(5 mins)



## MANAGING TEAM EXPECTATIONS

Managing the expectations of your team is an important part of your role as a leader or manager. This article will help you get started.

(3 mins)



## HOW TO OVERCOME THE FIVE DYSFUNCTIONS OF A TEAM

This animated video talks about how to build trust, commitment and accountability in your team. (3 mins)

