

Eight tips for making the transition to leader easier:

Tip #1: Realize that your previous personal relationships with co-workers will need to be moved to a different level because you're no longer a peer – you are now the person who assigns work, analyzes productivity and provides performance appraisals.

Tip #2: See your HR representative to find out what training and support is available as you take on your new leadership role.

Tip #3: Sit down one-on-one with each person in the department to discuss their feelings about your transition to manager. Talk about the expectations you have of each other and get potential issues out on the table so you can address them.

Tip #4: Remain professional at all times. And, treat each and every employee fairly and with respect.

Tip #5: Eliminate any water-cooler or break-room gossip and venting sessions with employees.

Tip #6: Don't allow previous work and/or friendships with your former peers to influence your new managerial responsibilities.

Tip #7: Ensure that everyone on the team understands your new role as their manager and the responsibilities that are expected of you as well as the role each of them plays in the success (or failure) of the department.

Tip #8: Work out a game plan for how you and your team can best work together to achieve the goals and objectives of the department. (Be sure to clearly and concisely communicate those goals and objectives).