

THE NEW LEADER SURVIVAL KIT

7 MISTAKES FIRST-TIME LEADERS MAKE (AND HOW TO AVOID THEM)

Promoting a top performer into a leadership role is often the right move, but leadership requires a different set of skills than individual contribution.

Here are seven common mistakes first-time leaders make and what successful leaders do differently.

1 Continuing to Act Like One of the Team

What It Looks Like

- Avoiding accountability conversations
- Seeking approval instead of providing direction
- Treating poor and strong performers the same

What Successful Leaders Do

They recognize their role has changed and focus on setting expectations, supporting performance, and making decisions that benefit the team.

2 Avoiding Difficult Conversations

What It Looks Like

- Ignoring performance issues
- Hoping problems resolve themselves
- Delaying feedback

What Successful Leaders Do

They address issues early, respectfully, and consistently before small problems become bigger ones.

3 Trying to Do Everything Themselves

What It Looks Like

- Solving every problem
- Taking work back from employees
- Feeling overwhelmed

What Successful Leaders Do

They delegate, coach, and develop others rather than becoming the team's bottleneck.

4 Focusing on Tasks Instead of People

What It Looks Like

- Spending all their time on schedules and deadlines
- Rarely coaching employees
- Limited one-on-one conversations

What Successful Leaders Do

They understand that strong results come through strong people.

5 Failing to Set Clear Expectations

What It Looks Like

- Confusion about priorities
- Inconsistent performance
- Missed deadlines

What Successful Leaders Do

They clearly define responsibilities, priorities, and what success looks like.

6 Waiting Too Long to Give Feedback

What It Looks Like

- Surprises during reviews
- Repeated mistakes
- Limited recognition

What Successful Leaders Do

They provide timely feedback and frequent coaching.

7 Trying to Figure It Out Alone

What It Looks Like

- Feeling overwhelmed
- Learning through trial and error
- Avoiding asking for help

What Successful Leaders Do

They seek coaching, mentorship, training, and support from experienced leaders.

8 Quick Readiness Check

Think about your future leaders.

Can they:

- Hold others accountable?
- Navigate difficult conversations?
- Delegate effectively?
- Coach and develop others?
- Communicate expectations clearly?
- Give constructive feedback?

Next Steps The most successful leaders aren't born ready; they're developed.

The **Emerging Leader Certification** helps future leaders build the skills needed to lead with confidence, communicate effectively, solve problems, and develop others before they're promoted into leadership roles. Identify your next leader today and start preparing them for success.



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www.mfrall.com / ma@mfrall.com