

## 8 Tips to Transition from Co-Worker to Manager

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Special to Online Career Tips

*"I used to be really good friends with everyone in the department, but then I got the supervisor promotion. Now I feel like everybody hates me," moaned my client. "They can't seem to accept that I'm their supervisor now and I'm having an especially difficult time with one person who thinks she can get away with just about anything. What should I do?"*

One of the more difficult career situations I've coached people through – and been through myself – is being promoted from within a department to become the manager of that group. As my client found out, going from a peer who previously talked "trash" about the manager with other colleagues to the person others talk about can make for a stressful transition.

Here are 8 tips for making the transition 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).

My client followed these tips and, over time, as her team observed her leadership skills and professionalism, they stopped seeing her as their peer and came to accept her as their manager.

Remember, your position as the new manager isn't about trying to be popular; it's about leading others to achieve results. You may not win over everyone in the department; especially if one or two others also applied for the position you ultimately received. No matter what happens, keep the focus on the work to be done, give it your best effort every day, treat everyone fairly...and respect should follow.

Do you have a story about transitioning from a co-worker to manager of the same group? Share it in the Comments section below.

~ Lisa Quast

