



What does it mean to be a manager?

General Responsibilities:

- Lead the department/function/employees
- Plan the operation and function of the department
- Share the bigger picture
- Communicate expectations
- Provide employees with resources, guidance, direction, and support
- Follow up on plans/goals to ensure they are accomplished
- Review and assess the success of a goal
- Remove obstacles
- Provide feedback

UToledo Responsibilities:

- Consistently enforce university policies
- Meet regularly 1:1 with employees
- Administer performance evaluations
- Recruit and hire employees
- Onboard new employees to the department
- Develop veteran employees

Tips to Become a Better Leader

- Treat your employees with respect. Voice your appreciation
- Provide honest and specific feedback
- Never ask an employee to do something you would not do
- Be transparent
- Discuss your vision for the team
- Own your mistakes and fix them promptly