

Your First 30 Days as a Supervisor

A practical plan for listening, building trust, and setting direction.

Your first month is an opportunity to understand the work and establish dependable habits. Use this as a flexible plan, not a test. The sequence may change with your role and team's needs.

Days 1-7 | Listen and learn

Meet with your manager to clarify priorities and decision authority. Speak with each team member about responsibilities, strengths, obstacles, and what they need from you. Review existing commitments before promising changes.

Ask: "What should I understand before making decisions?"

Days 8-14 | Make expectations clear

Agree on important outcomes, quality standards, and how progress will be reviewed. Learn the policies and processes that affect the work. Identify one recurring point of confusion and clarify it with the team.

Ask: "Where are expectations unclear or competing?"

Days 15-21 | Build useful routines

Begin regular one-to-one conversations and a short team check-in. Offer specific feedback and recognize contributions. Work with the team on one manageable improvement rather than changing everything at once.

Ask: "What small change would make the work easier or more reliable?"

Days 22-30 | Review and adjust

Check whether the routines are helping. Invite feedback on your communication and follow-through. Review progress with your manager and agree on priorities for the next month. Share what you learned with the team.

Ask: "What should I keep doing, change, or explain more clearly?"

A useful starting commitment

"I will listen carefully, make expectations clear, and follow through on what I say I will do."

Put it into practice

My first-month plan

Start date: _____ Review date: _____

The outcomes my manager expects

People I need to meet and what I need to learn

One improvement I will make with the team

Two leadership habits I will practice

Feedback I will request at the end of the month

Review: What changed because of my actions? What still needs attention? What will I carry into the next 30 days?

Bring the conversation to your team

Interested in a leadership workshop or speaking engagement? [Contact Dr. Paul Gerhardt](#) to discuss your audience and goals. More lessons: [linkedin.com/in/drpaulgerhardt](https://www.linkedin.com/in/drpaulgerhardt).