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Thank you and congratulations

You have taken the first step in maximising your managers effectiveness.

Promoting a member of staff into a leadership role is a logical move, but it is often where the "Accidental Manager" crisis begins. Without a practical roadmap, even your best worker can struggle to lead a team effectively.

Use this checklist to identify if your newly promoted manager has the skills to maintain standards and lead your team.

I hope this checklist proves useful. It is quick but essential to see where gaps exist. If you would like to discuss your findings, please contact me.

Sincerely,

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Founder and Lead Advisor

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Manager Skills Gap Checklist

Question	Yes	No
1. The Transition: Are they still expected to perform their old technical tasks alongside their new management responsibilities?		
2. Performance: Have they been shown exactly how to identify and handle a team member who is struggling or underperforming?		
3. Feedback: Do they know how to give feedback that improves behaviour without causing the team to become defensive?		
4. One-to-Ones: Have they been trained to run a basic, structured one-to-one meeting that actually gets results?		
5. Conflict: Do they have a clear plan for what to do when team members clash or operational friction arises?		
6. Boundaries: Are they comfortable holding the 'management line' instead of joining in when staff complain about the business?		
7. Intervention: Can they spot a small issue early, or do they wait until it becomes a 'just in time' operational crisis?		
8. Continuity: Have they been taught how to run a handover so nothing falls through the gaps between shifts or projects?		
9. Authority: Is their authority clear to the team, or are they still trapped in an 'appeasement' cycle to keep everyone happy?		
10. Accountability: Do they have the confidence to set a standard and stick to it, even when challenged by dominant personalities?		



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What The Results Mean?

7-10 "YES" ANSWERS

Your manager has a strong foundation. They likely just need occasional peer-to-peer support to keep their "Pillar" solid.

4-6 "YES" ANSWERS

There is significant operational leakage. Your manager is likely "fighting" daily issues that should have been prevented.

0-3 "YES" ANSWERS

High-risk territory. This is where you see high staff turnover and low morale. Intervention & support is needed

The Next Step:

If you have identified gaps in your management tier, our fixed-fee 6 week **Manager Turnaround Programme** can provide the structured support needed.