

# Leaders' Alert

A newsletter for Executives, Managers, and Management Officials  
of the Farm and Foreign Agricultural Services

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## Enhancing Leadership Competencies

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### FIVE TIPS FOR TRANSITIONING FROM PEER TO BOSS\*

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Making the transition from peer to boss is not easy. New managers often struggle with old coworker relationships as they take on new management responsibilities.

The tips below should help you establish strong working relationships with old peers that have new reporting lines to you.

#### 1. CLEARLY DIFFERENTIATE YOUR PREVIOUS ROLE FROM YOUR NEW ROLE.

Assess how your responsibilities, relationships (direct reports, peers, and boss), and lines of accountability have changed since your selection for the new role. Then discuss your assessment with your team either in one-on-one meetings or in a team meeting.

#### 2. ACKNOWLEDGE DISCOMFORT THAT MAY EXIST.

It is normal for both you and your old peers to have awkward feelings about your new reporting relationship. By openly acknowledging the potential "discomfort," you can ease the tension that may exist.

#### 3. SET CLEAR EXPECTATIONS.

Be clear about boundaries and expectations with your new direct reports. Determine how you plan to work together and your expectations for communication, collaboration, and decision making. Be mindful of showing favoritism to one or more of your direct reports based on your past relationships.

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### YOUR FEEDBACK IS IMPORTANT TO US!

Send any comments, questions, and/or suggestions about this issue to [whilemenia.duncan@kcc.usda.gov](mailto:whilemenia.duncan@kcc.usda.gov) or fax to 816-926-1825, Attention: Editor, Leaders' Alert



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Enhancing Leadership Competencies (continued)

**4. HOLD NEW DIRECT REPORTS ACCOUNTABLE.**

Resist the temptation to ignore "slip-ups" from your new direct reports. Gently remind them of your agreements in boundaries and expectations.

**5. KEEP COMMUNICATION LINES OPEN.**

An "open-door" policy works as long as it is implemented—role model the behavior you wish to see. In addition, openly sharing key strategic information and its relevance to your team can be empowering and enabling as it helps create an inclusive team culture.

\*If making an internal move

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Source: Ameren Corporation; Learning and Development Roundtable research.

**Leadership Development Opportunity**

Submitted by: Leadership and Employee Development Branch

[The Partnership for Public Service](#) is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works. Their programs are innovative and stimulate professional development for government leaders. They are designed to assist high-performing federal employees to achieve their true potential as leaders and stimulates creativity and problem-solving skills through innovative coursework, action-learning projects, and executive coaching.

When participating in their programs you will remain in your full-time job and spend a specifically stated amount of time with your "coaching team," working on issues critical to your individual development and your agency's mission. Best of all, you will become part of a government-wide network of leaders who share experiences, ideas, and best practices even after the course is over.

We encourage that you periodically view [The Partnership for Public Service](#) website so you may stay informed of development opportunities designed specifically for federal employees. Participants may enroll in the programs at specific points during the year based on the program that draws your interest. After entering the website scroll over the left navigation panel titled "Quick Links" and select your area of interest. For more information contact the Program Manager listed at each development opportunity.



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**Leadership Development Channel Filming Update**

Submitted by: Leadership and Employee Development Branch

[Skillsoft](#) announced in its February Newsletter that the Leadership Development Channel team has been busy lining up their spring schedule of live events (see below) and producing exciting new content from both executives and authors.

First, they shared the terrific line-up of speakers they have assembled for their spring series of live events! Skillsoft's [spring schedule](#) includes:

- Robert Sutton on Good Boss, Bad Boss (March 22)
- Steven Johnson on Where Good Ideas Come From (April 14)
- Tim Sanders on Leading for Life (May 10)
- Shawn Achor on the Happiness Advantage (June 7)
  - Shawn Achor was a tremendous hit at our Perspectives event in 2010 and we are so pleased to be able to feature him as a live speaker on our Leadership Development Channel.

In addition, Skillsoft is in the process of releasing a number of terrific new QuickTalks featuring:

- Renée Mauborgne (author of Blue Ocean Strategy)
- David Allen (author of Getting Things Done)
- Harold Sirkin (Senior Partner and Managing Director, Boston Consulting Group)

Finally, they just released a number of QuickTalks from their partnership with HSM Global featuring Ram Charan on leadership and execution and Jeffrey Rayport on marketing and customer focus.

Stay Tuned to the Leadership Development Channel to receive helpful information that will help you succeed in your leadership role.

