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COURSE BROCHURE

First 90 Days Transition for New Managers Training Course

23 – 27 November 2026
Vienna

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Registered in the United Kingdom and Saudi Arabia

First 90 Days Transition for New Managers Training Course

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First 90 Days Transition for New Managers is a 1-week training course for specialists and supervisors recently promoted into their first management post, and it ends with a 30-60-90 day transition plan agreed with their manager. The first three months set how a new manager is judged, yet most organisations offer little structure for that window. Jupiter Prime Training shapes this course around the decisions a new manager faces in that window.

Why First 90 Days Transition for New Managers Matters Now

Two pressures make the early months decisive. Promotions increasingly reward technical excellence, so new managers arrive strong in their field but untested in delegation, priority setting and handling former peers. Their own bosses, meanwhile, have less time for informal mentoring and expect visible progress quickly. A well-handled start builds credibility and keeps the team productive; a poor one leads to burnout, micromanagement or early exit. The course draws on Michael Watkins' STARS model of business situations, the 30-60-90 day planning approach and the Eisenhower urgent-important matrix for early priorities.

Who Gains Most from First 90 Days Transition for New Managers

- Specialists who have just moved from expert roles to managing a unit
- Supervisors promoted to manage people who were recently their peers
- Managers appointed from outside who must learn a new organisation quickly
- Internal transferees taking over an inherited team with history
- Candidates confirmed for promotion who want to prepare before their start

An HR or talent function gains most when it sends each new cohort of promoted managers together to form a peer support group.

First 90 Days Transition for New Managers Capabilities

Participants follow the transition in the order it happens.

- Diagnose the business situation they are inheriting with the STARS model — choices about pace and priorities
- Agree success measures and working style with their own manager — the boss relationship
- Specify two or three early wins that build credibility — the team and senior sponsors
- Design a delegation map that releases time for managing — direct reports ready for more
- Reset relationships with former peers through clear conversations — colleagues now reporting to them
- Build a 30-60-90 day transition plan with milestones — the new manager and HR partner

Key First 90 Days Transition for New Managers Terms

- 30-60-90 day plan — a staged plan setting learning, contribution and ownership goals for each month of a new role.
- STARS model — Watkins' classification of start-up, turnaround, accelerated growth, realignment and sustaining success situations.
- Early win — a visible, achievable improvement in the first months that builds credibility with team and sponsors.
- Expectations conversation — a structured discussion with one's own manager about goals, resources, style and measures of success.
- Delegation map — a chart of tasks the manager keeps, shares or hands over, matched to each team member's readiness.
- Transition trap — a common early mistake, such as staying in the old role or changing too much too soon.

First 90 Days Transition for New Managers Day by Day

Day 1: Understanding the New Role

- Role Shift Inventory — What to Stop, Start and Continue Doing
- Transition Traps Checklist — Avoiding Common First-Quarter Mistakes
- STARS Situation Diagnosis — Reading the Inherited Unit
- Learning Agenda — Questions to Ask in the First Weeks
- Personal Identity Shift — From Expert Contributor to Accountable Manager

Day 2: Expectations and Early Priorities

- Expectations Conversation Guide — Agreeing Goals and Style With the Boss
- Eisenhower Matrix — Separating Urgent Noise From Important Work
- Early Wins Selection — Visible, Achievable and Aligned Improvements
- Stakeholder Introduction Plan — Meetings in the First Thirty Days
- Credibility Signals — Decisions and Behaviours Teams Notice First

Day 3: Building and Leading the Team

- Team Assessment Grid — Capability and Commitment of Each Member
- One-to-One Meeting Routine — Structure, Frequency and Follow-Up
- Former Peers Conversation — Setting New Boundaries Respectfully
- Team Charter Draft — Shared Purpose, Norms and Ways of Working
- Inherited Issues Log — Performance Problems and Open Commitments

Day 4: Delegation and Managing Time

- Delegation Map — Tasks to Keep, Share or Hand Over
- Levels of Delegation — Matching Authority to Readiness
- Calendar Audit — Protecting Time for Planning and People
- Decision Rights Clarification — What the Manager Decides Alone
- Early Warning Indicators — Signs the Transition Is Slipping

Day 5: Practising the 30-60-90 Day Plan

- Expectations Role-Play — Rehearsing the Conversation With the Boss
- Peer Conversation Practice — Applying Boundary-Setting Techniques
- Delegation Case — Allocating Real Tasks Across a Team
- Peer Support Pact — Agreeing Check-Ins With Course Colleagues
- 30-60-90 Day Transition Plan — Learning, Contribution and Ownership Goals

Applying First 90 Days Transition for New Managers After the Course

- Hold the expectations conversation with the line manager in the first week back and confirm two early wins.
- Start weekly one-to-one meetings with every direct report and complete the delegation map within thirty days.

First 90 Days Transition for New Managers Questions FAQ

What is a first 90 days transition for new managers, and why does it matter now?

It is a structured approach to the first three months after promotion, covering diagnosis, expectations, early wins and delegation. It matters now because new managers are promoted faster and judged sooner, with less informal support.

Which roles gain most from first 90 days transition for new managers?

Newly promoted specialists, supervisors managing former peers and externally hired managers gain most. You benefit if you have started, or are about to start, your first management post.

How does first 90 days transition for new managers training differ from general leadership development courses?

It concentrates on a defined window, the first three months, with a specific sequence of tasks. General leadership courses cover longer-term growth in style and influence.

What do you bring back from first 90 days transition for new managers training?

You bring back a 30-60-90 day plan, a delegation map, an expectations conversation guide and a peer group for support.

First 90 Days Transition for New Managers: The Way Forward

The 30-60-90 day transition plan frames the first decision: which two early wins to pursue in the opening month. The new manager owns it, while the line manager and HR partner use it to track progress. At the sixty-day mark, revisit the STARS diagnosis, because a clearer view of the unit often changes the right pace.