

New Manager Resource Guide

WITHIN FIRST WEEK

Outcome: Understand the goals and expectations of your role.

Process: Schedule and start having regular conversations with your supervisor and your employees. We recommend meeting with your supervisor/employees weekly for the first month and monthly thereafter.

Tools:

- [Building Rapport with Your Manager](#)
- [Check-In Guide](#)

FIRST THREE MONTHS

Outcome: Become familiar with administrative systems, policies, and procedures.

Process: Review Manager's Toolkit online.

Tool:

- [Manager's Toolkit](#)

FIRST SIX MONTHS

Outcome: Learn how to set goals, make better team decisions, and communicate effectively.

Process: Complete the Lynda.com New Manager playlist.

Tools:

- [New Manager Playlist](#)
- [UAB Recommended Learning](#)

CONTINUOUS LEARNING

- [Learn on your own](#)
- [Learn with others](#)
- [Learning for leaders and teams](#)