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