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.

**Tool:** Building Rapport with Your Manager; Check-In Guide

Within 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 Lynda.com New Manager playlist

**Tool:** New Manager playlist; UAB Recommended Learning

Continuous Learning

Learn on your own
Learn with others
Learning for leaders and teams