

# 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](#)