

# New Manager Resource Guide

## The First Week

**Outcome:** Understand the goals and expectations of your role

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

**Tool:** [Building Rapport with Your Manager](#); [Check-In Guide](#)

## The First Three Months

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

**Process:** Review the Manager's Toolkit online.

**Tool:** [Manager's Toolkit](#)

## The First Six Months

**Outcome:** Learn how to set goals, make better team decisions, & communicate effectively

**Process:** Complete the LinkedIn Learning New Manager Foundations course

**Tool:** [New Manager Foundations](#) course

## Keep Learning

[Learn on your own](#)

[Learn with others](#)

[Learning for leaders and teams](#)