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