

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](#)