NEWLY
HIRED
PEOPLE LEADERS
NEWLY HIRED PEOPLE LEADERS
PROFESSIONAL DEVELOPMENT

As a part of the New Employee Experience, newly hired people leaders are provided with additional resources and invited to attend learning sessions to aid them in successfully navigating their first six months. These resources are designed to equip newly hired leaders with establishing a foundational mindset and provide skillsets for leading others.

This document is designed to assist you, specifically in your role as a people leader. In addition to the activities/courses provided, there is space available to add additional learning opportunities - both formal and informal - specific to your department/unit/school, role, duties, and responsibilities. We encourage you to continue your journey as a lifelong learner, below are resources to help you along the way.

This professional development opportunity is connected to the Georgia Tech Leadership Competency Model and you will see on all of the course descriptions how they align with one or more of the competencies.
**NEWLY HIRED PEOPLE LEADER COURSES**

**NEW HIRE LEARNING & COMPLIANCE**
Self-Paced
Learn about the New Hire Compliance program designed to address the most pressing risks facing the modern university campus.
Aligns with: *Acts Strategically, Exhibits Social Intelligence, Develops Self & Others*

**30/60/90 DAY CONVERSATION GUIDE**
Self-Paced
This resource will be helpful as you share your actions to make the greatest impact within your first 90 days and beyond.
Aligns with: *Acts Strategically, Develops Self & Others*

**MANAGER RESOURCES**
Self-Paced
Here you will find HR topics and tools that people leaders will likely need access to along the way.
Aligns with: *Acts Strategically, Develops Self & Others*

**HOW TO BE AN EFFECTIVE REMOTE MANAGER**
Self-Paced
If you find yourself managing in a hybrid work environment, this is a great resource to help you learn skills to be effective.
Aligns with: *Acts Strategically, Develops Self & Others*

**TRUST, CLARITY, AND OWNERSHIP**
Instructor Led
This course helps people leaders learn skills that support productive working relationships with direct reports.
Aligns with: *Acts Strategically, Develops Self & Others*

**FIERCE CONVERSATIONS**
Instructor Led
This course teaches how to ignite productive dialogue that provokes learning, resolves tough challenges, and enriches relationships.
Aligns with: *Acts Strategically, Demonstrate Inclusivity, Exhibits Social Intelligence, Develops Self & Others*

---

**THE NEW EMPLOYEE EXPERIENCE: WELCOME TO TECH ORIENTATION**
Instructor Led
You’ll be extended a personal invitation to attend by email within 30 days from the Workplace Learning & Professional Development Team. If you have yet to experience this session and are still interested in attending, please email training@gatech.edu.
Aligns with: *Develops Self & Others*

**ONEUSG CONNECT TRAINING**
Self-Paced
Courses:
- Introduction to Manager Self-Service for Managers
- Approving Time and Absence Requests

Other optional courses are available for those in manager roles. Download the Training Enrollment Guide for support.
Aligns with: *Acts Strategically, Develops Self & Others*

**WORKDAY FINANCIALS TRAINING**
Self-Paced
Courses are role-specific:
- Workday Overview and Basics (recommended)
- PCard Training and Certification (required, as applicable)

Other recommended/optional courses are available. Download the Training Enrollment Guide for support.
Aligns with: *Acts Strategically, Develops Self & Others*

---

**HOW TO NAVIGATE THIS CHECKLIST AND LEARNING PORTAL QUICK REFERENCE GUIDE**
Self-Paced

**ONEUSG CONNECT TRAINING**
Self-Paced
Courses:
- Introduction to Manager Self-Service for Managers
- Approving Time and Absence Requests

Other optional courses are available for those in manager roles. Download the Training Enrollment Guide for support.
Aligns with: *Acts Strategically, Develops Self & Others*
NEWLY HIRED PEOPLE LEADER COURSES CONT.

THE NEW EMPLOYEE EXPERIENCE: MANAGING YOUR PERFORMANCE THE GEORGIA TECH WAY
Instructor Led
Learn about performance management, honing your skills, deepening connections, and creating a more productive working relationship with your manager.
Aligns with: Acts Strategically, Demonstrates Inclusivity, Develops Self & Others

THE NEW EMPLOYEE EXPERIENCE: LEADERS PANEL
Instructor Led
This loose Q&A format provides an opportunity for new hires to seek answers to their questions from experienced leaders on campus.
Aligns with: Acts Strategically, Demonstrates Inclusivity, Develops Self & Others

GAINING BUY-IN
Self-Paced
Explore this resource to learn best practices on gaining buy-in across campus in order to move initiatives forward.
Aligns with: Acts Strategically, Demonstrates Inclusivity, Develops Self & Others

HUMAN RESOURCES KNOWLEDGE DEVELOPMENT
Self-Paced
Learn to address some of the most common HR topics that people leaders find themselves facing.
Aligns with: Acts Strategically, Demonstrates Inclusivity, Exhibits Social Intelligence, Develops Self & Others

THE NEW EMPLOYEE EXPERIENCE: SEIZING YOUR CAREER THE GEORGIA TECH WAY
Instructor Led
This course will prepare you to seize control of your career by mastering four core attributes of professional success & satisfaction.
Aligns with: Acts Strategically, Demonstrates Inclusivity, Develops Self & Others

SUPPLEMENTAL RESOURCES
In addition to these courses, here are additional resources to aid you in the performance management component of your on-boarding process:

ONE-ON-ONE MEETING FORM
This document will help structure and guide your regularly scheduled one-on-one conversations with your manager, documenting your efforts, progress, and needed support in the obtainment of your goals.

PERFORMANCE MANAGEMENT WEBSITE

REVIEW FOR PROBATIONARY PERIOD
This process is to evaluate your performance/work behavior at the conclusion of your first six months of employment. It can be used in discussions with your manager as you establish work expectations with them during that period.

VALUES BASED GOAL SETTING FORM
This form is only to be used as a reference as the process is digital. This is used once you have completed your first six months of employment and are transitioning into the annual review cycle; you and your manager will use this to establish your S.M.A.R.T. goals and tie your work back to the Institute Values, including career/professional development activities.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TIMELINE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Navigate this Checklist and the Learning Portal Quick Reference Guide</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>The New Employee Experience: Welcome To Tech Orientation</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>OneUSG Connect Training</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>Workday Financial Trainings</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>New Hire Learning and Compliance</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>30/60/90-Day Conversation Guide</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>Manager Resources</td>
<td>Within First Month</td>
<td>Complete</td>
</tr>
<tr>
<td>How to Be an Effective Remote Manager</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>Trust, Clarity, Ownership</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>Fierce Conversations</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>The New Employee Experience: Managing Your Performance the Georgia Tech Way</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>The New Employee Experience: Leaders Panel</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>Gaining Buy-In</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>Human Resources Knowledge Development</td>
<td>Within First Two Months</td>
<td>Complete</td>
</tr>
<tr>
<td>The New Employee Experience: Seizing Your Career the Georgia Tech Way</td>
<td>Within First Six Months</td>
<td>Complete</td>
</tr>
</tbody>
</table>