NEWLY HIRED PEOPLE LEADERS
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

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.

ONEUSC 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.

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.

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
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 FORM**
This form 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 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.
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<thead>
<tr>
<th>COURSE</th>
<th>TIMELINE</th>
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<td>Learning Portal Quick Reference Guide</td>
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<td>Tech Orientation</td>
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<td>OneUSG Connect Training</td>
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<td>Workday Financial Trainings</td>
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<td>New Hire Learning and Compliance</td>
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