

**NEWLY  
PROMOTED  
PEOPLE LEADERS**

# NEWLY PROMOTED PEOPLE LEADERS

## PROFESSIONAL DEVELOPMENT

### Congratulations on your promotion!

This document is designed to assist you, specifically in your role as a newly promoted 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 PROMOTED PEOPLE LEADER COURSES

## 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*

## 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*

## 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: 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, 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, Develops Self & Others*

# NEWLY PROMOTED PEOPLE LEADER COURSES CONT.

## 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 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 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.

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## PROFESSIONAL DEVELOPMENT CHECKLIST

NAME	TITLE & DEPARTMENT	DATE STARTED

COURSE	TIMELINE	STATUS
<b>How to Navigate this Checklist and the Learning Portal Quick Reference Guide</b>	Within First Month	<input type="checkbox"/> Complete
<b>OneUSG Connect Training</b>	Within First Month	<input type="checkbox"/> Complete
<b>Workday Financial Trainings</b>	Within First Month	<input type="checkbox"/> Complete
<b>Manager Resources</b>	Within First Month	<input type="checkbox"/> Complete
<b>How to Be an Effective Remote Manager</b>	Within First Two Months	<input type="checkbox"/> Complete
<b>Trust, Clarity, Ownership</b>	Within First Two Months	<input type="checkbox"/> Complete
<b>Fierce Conversations</b>	Within First Two Months	<input type="checkbox"/> Complete
<b>The New Employee Experience: Managing Your Performance the Georgia Tech Way</b>	Within First Three Months	<input type="checkbox"/> Complete
<b>The New Employee Experience: Leaders Panel</b>	Within First Three Months	<input type="checkbox"/> Complete
<b>Gaining Buy-In</b>	Within First Three Months	<input type="checkbox"/> Complete
<b>Human Resources Knowledge Development</b>	Within First Three Months	<input type="checkbox"/> Complete
<b>The New Employee Experience: Seizing Your Career the Georgia Tech Way</b>	Within First Six Months	<input type="checkbox"/> Complete
		<input type="checkbox"/> Complete
		<input type="checkbox"/> Complete
		<input type="checkbox"/> Complete



**WORKPLACE LEARNING &  
PROFESSIONAL DEVELOPMENT**

84 5th St. NW, Atlanta, GA 30308-0207  
Phone 404-385-3981 | Fax 404-894-8141  
<https://pe.gatech.edu/wlpd>