NEWLY
PROMOTED
PEOPLE LEADERS
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.

**ACTS STRATEGICALLY**
Align work to Institute Strategic Plan, set priorities, make data-informed decisions, and take action to deliver results.

**EXHIBITS SOCIAL INTELLIGENCE**
Possess the ability to understand, manage, and get along well with others.

**DEMONSTRATES INCLUSIVITY**
Show awareness of their own biases & actively seeks different perspectives and opportunities to connect and collaborate in ways that foster psychological safety and belonging.

**DEVELOPS SELF AND OTHERS**
Invest resources into professional development opportunities, creates a culture of feedback & manages team dynamics.
NEWLY PROMOTED PEOPLE LEADER COURSES

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

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.
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
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.
# Newly Promoted People Leaders

**Professional Development Checklist**

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<thead>
<tr>
<th>NAME</th>
<th>TITLE &amp; DEPARTMENT</th>
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