

Newly Promoted People Leaders

Professional Development Checklist

This document is designed to assist you, in partnership with and guidance from your manager, with the professional development & training component as you transition into your role as a people-leader. In addition to the activities/courses provided, there is space available to add additional training opportunities - both formal and informal - specific to your department/unit/school and role & duties/responsibilities.

Employee Name: _____ Employee Job Title: _____

Manager Name: _____ Employee Start/Hire Date: _____

| Training for People Leaders | |
|---|-----------------------------------|
| Within Your First Month | |
| <u>OneUSG Connect Training</u> <ul style="list-style-type: none"> Introduction to Manager Self-Service for Managers Approving Time and Absence Requests <p><i>Other optional courses are available for those in manager roles. Download the Training Enrollment Guide for support.</i></p> | <input type="checkbox"/> Complete |
| <u>Workday Financials Training</u> (role specific) <ul style="list-style-type: none"> Workday Overview and Basics (recommended) PCard Training and Certification (required, as applicable) <p><i>Other recommended/optional courses are available. Download Recommended and Required Training by Role Guide for support.</i></p> | <input type="checkbox"/> Complete |
| <u>Manager Resources</u> (review) | <input type="checkbox"/> Complete |
| Within Your First Two Months | |
| <u>Trust, Clarity, and Ownership</u> | <input type="checkbox"/> Complete |
| <u>Fierce Conversations</u> | <input type="checkbox"/> Complete |
| Within Your First Three Months | |
| <u>The New Employee Experience: “Managing Your Performance the Georgia Tech Way”</u> | <input type="checkbox"/> Complete |
| <u>Gaining Buy-In</u> | <input type="checkbox"/> Complete |
| <u>Human Resources Knowledge Development</u> | <input type="checkbox"/> Complete |
| Additional Training | |

| | |
|--|-----------------------------------|
| | <input type="checkbox"/> Complete |
| | <input type="checkbox"/> Complete |
| | <input type="checkbox"/> Complete |
| | <input type="checkbox"/> Complete |
| | <input type="checkbox"/> Complete |



Supplemental Resources

In addition to this checklist, here are additional resources to aid you in in the performance management component of your onboarding 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**
 - **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.