

New Hire

Checklist & Resources

For Managers



Training Guide to Ensure Success for Your
New Manager



Summary

Why Resources for New Managers?



Many employers [estimate](#) the total cost to hire a new employee can be three to four times the position's salary. However, employers often have a sink or swim mentality for new managers. If they have the experience they must know how to swim, right? Wrong.

There are many factors that determine why a new manager is successful. Many of those factors are not included in your handbook or onboarding guide.

HR can fill this gap offering tips and inside strategies to their new recruit to set them up for success. This will pay off when it comes to retention and recruitment for you. These checklists offer resources that are not often seen in onboarding guides, but are vital to the success of the team and shows you how easy it can be to provide training resources. Start with this list and continue to add to it that your new managers have often missed or been terminated for.



Internal Manager Checklist

1. Define the Vision

☐

Outline your business strategy and goals for your department and/or team?

Resource: [Template | Strategic Objectives](#)

2. Develop Your Team

☐

Skills of your team and resources to help them develop.

Resource: [Survey | Team Evaluation and Assessment](#)

3. What's the Problem?

☐

Diagnose the problem, articulate what your team is hired to solve.

Resource: [The STARS Model](#)

4. Early Wins

☐

Define early wins for each team member that can increase their confidence to do the job.

5. 90 Day Plans

☐

Create a 90 day plan for each team member with a 30,60, and 90 check-in on your calendar to assess their skills.

6. Define tools

☐

What tools will you use to help create transparency and trust with your team?

Resource: [DACI Decision Making Model + Project Scope Template](#)

7. Emotional Regulation

☐

Navigate with emotional stability in high pressure situations.

Resource: [Regulating Emotions at Work](#)

8. Conflict Resolution

☐

What tools will you use when things get heated?

Resource: [Crucial Conversations + Nonviolent Communication Model](#)

9. Identify Risks or Barriers

☐

Planning for the future, identifying opportunities, and anticipating trends or disruptions in the market.

10. Healthy Team Building

☐

Employees quit micro-managers, unrealistic work expectations, and a culture without psychological safety.

Resource: [5 Dysfunctions of a Team](#)

External Manager Checklist

1. Our Company

☐

Background information on the company and culture

Resource: [Template | Company Culture](#)

2. Our Successful Manager

☐

Find out behaviors and styles of managers who have been successful and why.

3. Assess Your Team

☐

Your team is your key driver of success. How does your team fit together?

Resource: [Team Evaluation and Assessment](#)

4. Define Your Vision

☐

Define your business strategy and goals for the department.

Resource: [Template | Strategic Objectives](#)

5. 90 Day Plans

☐

Create a 90 day plan for each team member with a 30,60, and 90 check in to assess their skills

6. Define Your Tools

☐

What tools will you use to help create transparency and trust with your team?

Resource: [DACI Decision Making Model + Project Scope Template](#)

7. Emotional Regulation

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Navigate with emotional stability in high pressure situations.

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