## New Hire Checklist & Resources For Managers

Training Guide to Ensure Success for Your New Manager

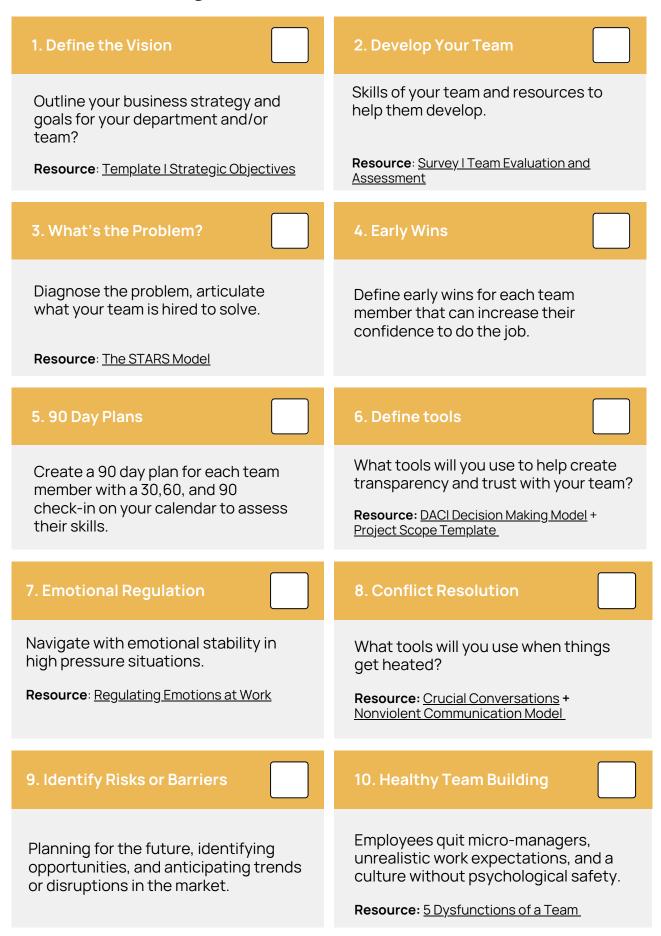
## Summary Why Resources for New Managers?

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**



## **External Manager Checklist**

1. Our Company	2. Our Successful Manager
Background information on the company and culture <b>Resource</b> : <u>Template I Company Culture</u>	Find out behaviors and styles of managers who have been successful and why.
3. Assess Your Team	4. Define Your Vision
Your team is your key driver of success. How does your team fit together?	Define your business strategy and goals for the department.
<b>Resource</b> : <u>Team Evaluation and</u> <u>Assessment</u>	<b>Resource</b> : <u>Template I Strategic Objectives</u>
5. 90 Day Plans	6. Define Your Tools
Create a 90 day plan for each team member with a 30,60, and 90 check in to assess their skills	What tools will you use to help create transparency and trust with your team? Resource: <u>DACI Decision Making Model</u> + <u>Project Scope Template</u>
7. Emotional Regulation	8. Conflict Resolution
Navigate with emotional stability in high pressure situations.	What tools will you use when things get heated?
<b>Resource</b> : <u>Regulating Emotions at Work</u>	<b>Resource</b> : <u>Crucial Conversations</u> + <u>Nonviolent Communication Model</u>
9. What's the Problem?	10. Healthy Team Building
Diagnose the problem, articulate what your team is hired to solve.	Employees quit micro-managers, unrealistic work expectations, and a culture without psychological safety.
Resource: The STARS Model	<b>Resource</b> : <u>5 Dysfunctions of a Team</u>