



# Manager's First 30 Days Checklist

## Initial Boss Meeting

Due Date:

Completed

Have a sit down meeting with your boss to review the expectations he/she has of you in your role. Discuss keys to success and seek advice on how to be successful in managing your team.

## Peer Ride Days

Due Date:

Completed

Reach out to your peers and set up training sessions where you shadow them throughout the day to learn best practices and processes to help you become successful in your management role.

## First Team Meeting

Due Date:

Completed

Have a team meeting with your new employees to discuss expectations, your management style and team goals/objectives.

## First One-On-One Reviews

Due Date:

Completed

Schedule individual one-on-one meetings with each employee on your team to get to know them better and privately re-enforce the messages shared at the first team meeting.

## Employee Ride Days

Due Date:

Completed

Schedule a full or half day with each of your employees to better understand their work style, job responsibilities and possible obstacles preventing them from reaching their potential.

## Set Up Regular One-On-One Meetings

Due Date:

Completed

Establish regularly scheduled one-on-one status review meetings with each of your employees to monitor and discuss their performance.

## Establish Team Goals

Due Date:

Completed

While it may take some time to identify the proper team goals to focus your employees on, formalize the goals and objectives you have for the team and share it with your employees.

## Identify Mini-Mentors

Due Date:

Completed

Identify 3 mini-mentors who can help you with a specific job responsibility (including systems, processes and best practices specific to your job).

	Mini-Mentor Name	Area of Expertise
1.		
2.		
3.		

## Leaving Your Mark

Due Date:

Completed

Begin to uncover an area where you feel you can leave a positive impact on the team and drive results above and beyond just being someone who fulfills structured job responsibilities.