# Shape  Description automatically generated with medium confidence**I’m a New Manager - checklist**

This checklist is for new staff joining us in managerial roles (with responsibility for managing others) or for existing staff who have taken up a new role with people management responsibility. This checklist should be completed in addition to the ‘New Starter’ induction process.

All activities are required to be completed within six months of your appointment. If you are unclear about anything discuss it with your line manager in the first instance. If you would benefit from further support from us, you can contact us at staffdevelopment@napier.ac.uk.

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| Activity | Timeline | Purpose  | Useful links  |  |
| Read relevant HR policies and procedures | Within 6 months of starting | To familiarise yourself with the HR policies and procedures relevant to your role as a manager. | [Humane Resources Policy](https://staff.napier.ac.uk/services/hr/HRDocuments/Pages/Policy%20A-Z.aspx)[Procedures & Guidance](https://staff.napier.ac.uk/services/hr/HRDocuments/Pages/Policy%20A-Z.aspx) | [ ]  |
| Familiarise yourself with HR Connect People Manager | As soon as possible | Understand how to use HR Connect as a People Manager. | [HR Connect Intranet Site](https://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/default.aspx)[HR Connect User Guides](https://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/Help%20and%20Support.aspx) | [ ]  |
| Understand your management responsibilities within the My Contribution process | As soon as possible | Understand what is required of you throughout the My Contribution process (annual performance and development process) as a manager and access the relevant support. | [My Contribution Intranet Site](https://staff.napier.ac.uk/services/hr/workingattheUniversity/MyContribution/Pages/My-Contribution.aspx) | [ ]  |
| Have a look at the Leadership Behaviours & Management Development Wheel | Within 6 months of starting | Familiarise yourself with our Leadership Behaviours and University Values.Use the Management Development Wheel to identify your own strengths and areas for development. | [Leadership Behaviours](https://staff.napier.ac.uk/services/hr/workingattheUniversity/Documents/Leadership%20Behavioural%20Competencies%20-%20Web%20low%20res.pdf)[Values and Behaviours](https://staff.napier.ac.uk/services/principal/Documents/Values-and-behaviours-leaflet.pdf)[Management Development Wheel](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Documents/Development%20Wheel%20-%20Management%20June%202023.docx) | [ ]  |
| Have a look at our Health & Wellbeing staff intranet site in particular the “I need to support others” slate* This includes our Employee Assistance Programme provider.
 | As soon as possible | To gain an understanding of the health and wellbeing support available that line managers can signpost to to support their direct reports/teams.Its important managers know how to support their teams. | [Health & Wellbeing intranet pages](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/healthandwellbeing.aspx)[Employee Assistance Programme](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Employee%20Assistance%20Programme.aspx) | [ ]  |
| Book in 1:1 with your manager | As soon as possible | To find out how they like to manage and share how you liked to be managed so you can agree the best way to work together. To identify and agree your objectives, level of responsibility and expectations. Understand School/Department plans and strategic direction where applicable. | N/A | [ ]  |
| Book in 1:1’s with your team | As soon as possible | To share how you like to manage and find out how they like to be managed so you can agree the best way to work together. To understand roles and responsibilities, progress against objectives, development needs and career aspirations of your team.  | N/A | [ ]  |
| Ongoing managers development | Within 6 months of starting | Explore the development opportunities available to support you and your team. Access the Management Essentials programme to develop your skills and meet other people managers.  | [HR Connect Self Service – Learning Tab](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/dist/%22%20%5Cl%20%22/main/learning/courses)[Talent and Development pages](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Pages/LearningDevelopment.aspx) [Management Essentials Programme](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/LeadershipandManagementDevelopment/Pages/Management-Essentials.aspx)[Join Managers Community](https://teams.microsoft.com/l/team/19%3AeXZlOeTPObc6eXllI11E_2sB-buJuCg3kz1DB2cgs9Y1%40thread.tacv2/conversations?groupId=8a44302d-f8c2-4411-86a1-28dbe498ea3f&tenantId=99e0dc58-9c4b-4820-8617-04c386c254c6)[DLTE](https://staff.napier.ac.uk/services/dlte/Pages/DLTE.aspx)[RIE](https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher_training.aspx) | [ ]  |