



# NEW MANAGER TOOLKIT

THIS TOOLKIT IS MOST SUITED FOR: NEW/ CURRENT MANAGERS, ASPIRING MANAGERS



## LinkedIn Learning Course: New Manager Foundations **2 HOUR WATCH**

Explore effective ways to connect with your team, build trust, and use authority successfully as a new manager. Find out how to guide your team's performance, motivate your employees, and manage in the face of change.



### People Management Skills Courses

These are courses we recommend to build your people management skills. Please note that associated costs will need to be covered from local department budgets

**Alison**  
Cost: Free  
**4-5 Hours**

**Open University**  
Cost: Free  
**8 Hours**

**CIPD**  
Cost: £49  
**5 WEEKS - 3 HOURS PER WEEK**

### Key information for Line Managers



**A-Z of HR Policies, Procedures and Guidance Documents**



**Line Manager Responsibilities Document**

### Quick Tips



**4 MIN WATCH**

LinkedIn Learning Video: Clarifying expectations to your team



**3 MIN READ**

Business Balls Article: How to design and run a team briefing



**10 MIN READ**

Article: The 5 Dysfunctions of a Team and How to Overcome Them