

# Manager Onboarding Workshop

## What is Manager Onboarding Workshop?

This is an Indiana State Personnel Department (INSPD) sponsored program geared toward the development of foundational knowledge for newly hired and/or newly promoted managers within the agencies supported by INSPD! This workshop will be required for all newly hired and/or promoted managers. All current managers with the State are encouraged to utilize the Indiana Manager Central workshops.

## How often is it held?

- Manager Onboarding Workshop is held remotely every four weeks over two half-days.
- Managers will attend from 8 a.m. to 12:30 p.m. ET both days.
- Managers will receive an introductory email and a meeting invite for the workshop in advance.
- Participant's managers will be BCC'd on the introductory email.
- Managers will be attending the workshop on their third to fifth week in their new role with the State.

## What presentations are presented?

- Talent Acquisition for Hiring Managers
- Compensation for Managers Overview
- Getting Started with Employee Relations
- Performance Management for Managers
- Effective Leadership
- Understanding Employee Experience Policies
- Encouraging a Learning Environment for Managers