

The First 90 Days for New Federal Managers Course (Self-Paced)

Set yourself up for success in your first 90 days as a federal manager. This self-paced course helps new leaders build credibility, establish priorities, and navigate key early decisions with confidence and clarity.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit:

<https://www.graduateschool.edu/courses/the-first-90-days-for-new-federal-managers-course-self-paced>



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Course Outline

Module 1: Stepping Into the Role

- From individual contributor to supervisor
- Mindset shifts and common new-manager traps
- Reflection: What kind of leader do I want to be?

Module 2: Listening and Learning in the First 30 Days

- Listening tours with employees, peers, and stakeholders
- Reading the mission, the metrics, and the culture
- Learn about the steps in active listening

Module 3: Communication Skills

- Describe the importance of communication in your job role.
- Identify different types of communication styles.
- Analyze the audiences with whom you are communicating.
- Describe ways to adjust communication styles depending on the audience.

Module 4: Setting Direction and Early Wins

- Translating agency strategy into team priorities
- Identifying high-impact early wins
- Activity: Draft your team's top three priorities

Module 5: Building Trust Through Conversations

- Running effective one-on-ones
- Team launch and re-launch meetings
- Difficult conversations on day 45

Module 6: Capstone — Your 90-Day Plan

- Capstone Activity: Build your 30/60/90-Day Plan based on SMART goals
- Closing: Sustaining momentum past day 90