COURSE SYLLABUS

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

Build credibility in your first 90 days as a state agency manager by learning how to assess your team, set priorities, navigate civil service rules, and lead effectively.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/the-first-90-days-for-new-state-government-managers-course-self-paced

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Course Outline

Module 1: Stepping Into the Role

- From individual contributor to state or local 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 partners
- Reading the mission, the metrics, and the culture
- Activity: Build your listening plan

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 department goals into team priorities
- Identifying visible, 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
- Closing: Sustaining momentum past day 90