Complete the items on this checklist to get yourself, and your team, ready for GA@WORK!

Managers, please prepare YOURSELF by completing these actions:

✓ Action	Due Date
Familiarize yourself with your Manager resources the Employee resources on the GA@WORK Resource Library	End of June
Bookmark these resources: • GA@WORK Resource Library – A repository of helpful readiness information, updated as needed • NextGen Website – Information about the project	End of June
Register for your Learning Programs: • Employee Foundational Learning Program (*You will be auto-enrolled*) • Manager Foundational Learning Program (*You will be auto-enrolled*) • HCM, Finance, or Procurement role-based learning programs contingent upon your role	Registration opens in June
Complete your training requirements and course assessments	September 15, 2025
Identify and write below the support team in your agency, as they can help you with questions! • _____ (Agency Change Champion/POC)	End of June

Managers, prepare your TEAM by completing these actions:

✓ Action	Due Date
Engage with your Employees about GA@WORK in meetings, and make sure they are familiar with training and their Employee resources, located on the GA@WORK Resource Library. • A Training Communication toolkit is available for managers to use.	End of June
Prepare work coverage plans while your team members are involved in training to minimize business disruption. • Allot appropriate time for your Employees to complete their training requirements. • Access approximate timing for role-based learning programs in the Training Support Center on the GA@WORK Resource Library.	End of June – early July
Ask if your Employees are registered for training, and if they have any questions.	End of June – early July
As available, **review** training email notifications sent by Team Georgia Learning (notify@doas.exceedlms.com). Managers are copied on email notifications of late completions for their direct reports. • Verify employees are working toward completion of the courses in their assigned Learning Programs. • Reach out to anyone who is not making progress in their Learning Programs.	Beginning in July
At one of your regular team meetings **include** a special "GA@WORK" section and take Employee questions. Walk your team through toolkits and other resources on the GA@WORK Resource Library.	End of June – early July
After your team has completed all training, send an email **congratulating** to your team!	When complete

Congratulations on completing your checklist!
Look for a go-live checklist in Summer 2025 for any additional necessary actions to complete before October 1.