

Manager Readiness Checklist

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

Managers, please prepare YOURSELF by completing these actions:

<input checked="" type="checkbox"/> Action	Due Date
<input type="checkbox"/> Familiarize yourself with your Manager and Employee resources on the GA@WORK Resource Library	End of September
<input type="checkbox"/> Bookmark these resources: <ul style="list-style-type: none"> • GA@WORK Resource Library – A repository of helpful readiness information, updated as needed • NextGen Website – Information about the project 	End of September
<input type="checkbox"/> Identify and write below the support team in your agency, as they can help you with questions! <ul style="list-style-type: none"> • _____ (Agency Change Champion/POC) 	End of September
<input type="checkbox"/> Review your Learning Programs: <ul style="list-style-type: none"> • Employee Foundational Learning Program (<i>You will be auto-enrolled</i>) • Manager Foundational Learning Program (<i>You will be auto-enrolled</i>) • HCM, Finance, or Procurement role-based learning programs contingent upon your role 	Training auto-registration begins in October and will be deployed on a rolling basis
<input type="checkbox"/> Complete your training requirements and course assessments	The training due date will be announced

Managers, prepare your TEAM by completing these actions:

<input checked="" type="checkbox"/> Action	Due Date
<input type="checkbox"/> 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.	Monthly
<input type="checkbox"/> 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 . <ul style="list-style-type: none"> • A communication toolkit is available for managers to use. 	Beginning in September
<input type="checkbox"/> 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. <ul style="list-style-type: none"> • 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 October
<input type="checkbox"/> Ask if your Employees successfully received their training registration, and ask if they have any questions.	End of November
<input type="checkbox"/> Prepare work coverage plans while your team members are involved in training to minimize business disruption. <ul style="list-style-type: none"> • 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 December
<input type="checkbox"/> After your team has completed all training, send an email congratulating your team!	When complete

Congratulations on completing your checklist! Look for a go-live handbook in Winter 2025!