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**New Manager FAQ**

*What training should I attend?*

Our Staff Learning and Development department offer a range of courses relevant to new managers. You can find the full list of courses on the calendar. As a minimum, you should attend the courses on health and safety, GDPR and diversity if you have not already done so. If you are going to be involved in recruitment and selection then you should also aim to attend this training too.

We have a range of online resources that are available on demand called Managers’ Essentials that you can find [here](https://www.staffnet.manchester.ac.uk/human-resources/managers-essentials/) including some policy e-leaning which you may find useful.

We have courses on managing through change, coaching conversations as well as a programme called Managing at Manchester. Take a look at the learning catalogue on our Staff Learning and Development pages [here](https://www.staffnet.manchester.ac.uk/staff-learning-and-development/).

*What should I expect from my manager?*

Your manager will ensure that you are set formal objectives and have a clear understanding of what is expected of you to succeed in your role. They should also meet with you regularly, and discuss your learning and development needs with you. If you have any concerns, please contact your manager directly.

*Who is my HR partner?*

You can find a list of HR contacts [here.](http://www.staffnet.manchester.ac.uk/theguide/index.htm?page=contact&id=RegSec-%3EHR-%3EHRFacPSS)

*What other support is available to me as a new manager?*

The University has an internal coaching service that could be particularly beneficial to new managers. If you would like to apply for a coach you can find out more information [here](http://www.staffnet.manchester.ac.uk/staff-learning-and-development/academicandresearch/personal-skills-and-development/coaching/).

You can also access a mentor through the Manchester Gold scheme. More information is available [here](http://www.staffnet.manchester.ac.uk/staff-learning-and-development/academicandresearch/personal-skills-and-development/mentoring/manchester-gold/).

For specific advice on people related issues, contact your HR Partner.