

New Supervisor Onboarding (NSO) Program Checklist

Program Outcome

To provide an onboarding program for new supervisors that ensures they have the foundation needed to successfully acclimate to their new supervisory role.



1
Register and attend
New Supervisor
Orientation Virtual
Session



2
Complete assigned
eLearning Training
Modules



3
Attend each respective
Peer to Peer Learning
Workshops



4
Once all requirements are
met, you have completed
the New Supervisor
Onboarding Program.



1
Register and attend
New Supervisor
Orientation Virtual
Session

NSO Virtual Session

- 1. Register in TMS for the [NSO Virtual Session](#) within 45 days of hire/rehire/promotion date. **Hire Date:** _____ **+ 45 Days = Deadline Date:** _____
- 2. Accept the MS Teams invite for the **New Supervisor Orientation Virtual Session** received in MS Outlook email.
- 3. Download and/or print the learner materials within the **NSO Slides** and **NSO Handouts** shared folder. (Note: HPD & HAS employees will receive reading materials in MS Outlook email.)
- 4. Attend the **New Supervisor Orientation Virtual Session** via MS Teams.
- 5. Complete the **NSO Knowledge Check** via MS Forms.
- 6. Complete the **NSO Virtual Session Survey** via MS Forms.
- 7. Receive email confirmation of successful/unsuccessful completion of the **NSO Virtual Session** in MS Outlook email.



NSO HEAR eLearning Modules

- 1. Receive email confirmation from TMS that the **NSO HEAR eLearning Modules** have been assigned.
- 2. Complete the HEAR Training eLearning within 2 weeks of assignment date.
Assignment Date: _____ **+ 2 Weeks = Deadline Date:** _____
 - a. HEAR Process SMART Goals and Behavioral Factors
 - b. HEAR Plan Training for Supervisors
 - c. HEAR Assessment Training for Supervisors

NSO Drucker Playbook eLearning Modules

- 1. Receive email confirmation from TMS that **NSO Drucker Playbook eLearning Modules** have been assigned.
- 2. Complete all 8 modules within 11 months of hire/rehire/promotion date.
Hire Date: _____ **+ 11 Months = Deadline Date:** _____
 - a. Module #1: Effective Leadership
 - b. Module #2: Values
 - c. Module #3: Customer Focus
 - d. Module #4: Planned Abandonment & Innovation
 - e. Module #5: Change Management
 - f. Module #6: Project Management
 - g. Module #7: Effective Communication
 - h. Module #8: Accountability
- 3. Complete discussion assignments given at the end of each module.



NSO Peer to Peer (P2P) Learning Workshops

- 1. Register in TMS for the **NSO Peer to Peer Learning Workshops** for each of the 8 Drucker Playbook for the Public Sector modules after completion.
 - a. [NSO P2P Learning Workshop: Effective Leadership](#)
 - b. [NSO P2P Learning Workshop: Values](#)
 - c. [NSO P2P Learning Workshop: Customer Focus](#)
 - d. [NSO P2P Learning Workshop: Planned Abandonment & Innovation](#)
 - e. [NSO P2P Learning Workshop: Change Management](#)
 - f. [NSO P2P Learning Workshop: Project Management](#)
 - g. [NSO P2P Learning Workshop: Effective Communication](#)
 - h. [NSO P2P Learning Workshop: Accountability](#)
- 2. Complete all 8 **NSO Peer to Peer Learning Workshops** within 11 months of hire/rehire/promotion date.
Hire Date: _____ + 11 Months = Deadline Date: _____



4
Once all requirements are met, you have completed the New Supervisor Onboarding Program.

Successful Completion of the Program

- 1. Receive email confirmation from TMS of successful/unsuccessful completion of the program.

Resources

- 1. HR – Office of Talent & Organizational Development Website:
<https://www.houstontx.gov/lcdc/>
- 2. Talent Management System:
<https://talent.houstontx.gov/Saba/Web/COH>