Manager Toolkit

Managing staff can be one of the biggest challenges leaders face and also the most rewarding work one can do. We know IT'S COMPLICATED, which is why we have developed this manager toolkit. This repository is filled with templates, training materials, legal info, step by step processes and best practices to support you in driving the engagement, performance and retention of your growing team. Consistency is key. It is our hope that all Right At School staff have positive, equitable and meaningful work experiences while with us.

- Attracting Talent
- Creating the RIGHT Culture
- Employee Engagement & Retention
- Talent Development
- Corrective Action & Separation

Attracting Talent

This folder will help guide you through the recruitment process to ensure a positive candidate experience. You will find resources to help you with sourcing candidates, interviewing candidates, and onboarding new hires.

- Candidate Pipelines Resources
- College Recruitment Resources
- Field Marketing Folder
- Interview Folder
- Recruitment Systems Support Forms

Creating the RIGHT Culture

The purpose of this folder is to help you build an equitable and inclusive environment within your team. There are tools and activities that will help you create a safe environment and address employee concerns.

- Resolving team member concerns
- DEI
- Conscious leadership
- Preventing Discrimination, Harassment, & Retaliation
- Gordon Rees - Manage your employee get out of the way!

Employee Engagement & Retention

The purpose of this folder is to provide you with ideas and tools to meaningfully engage with your team consistently. You will find resources and best practices for check-ins, recognition, and ways to empower your team.

- [Ways to engage your staff year round](#)
- [Mindfulness](#)
- [Recognition](#)
- [New hire onboarding](#)
- [Stay Conversations](#)

Talent Development

The purpose of this folder is to help you identify areas of strength and areas in need of improvement within your team. This folder has performance evaluation guides and best practices for developing team members.

- Field Performance Evaluations
- Managing & developing employees

Corrective Action & Separation

The purpose of this folder is to guide you through employee relations issues on your team. There is content that will walk you through investigations and help you prepare corrective actions.

- Filling the Gap
- Terminations & Departure Planning