

Congratulations and Welcome Aboard!

The Leadership Transition Process





The Leadership Assessment Matrix

QUESTION	BOSS	DIRECT REPORTS	PEERS	CUSTOMERS
Organization Relationships	Who are my stakeholders (besides you)?	What should I know about you?	How would you describe yourself as someone to work with?	With whom do you most enjoy working within our organization?
Goals and Expectations	How will you measure my success?	What are your current priorities?	What should we start, stop or continue doing?	How could we exceed your expectations?
Opportunities and Issues	What are the dangers or problems facing us?	What are our greatest strengths/weaknesses?	How is the work/output of this organization perceived?	What needs my attention to serve you better?
Culture and Values	How would you describe the culture?	What is it like to work here?	How does the organization respond to new ideas/ change?	What do you most respect about our organization?

The EquiPro Results Advantage™

EquiPro International, Ltd.

420 Lexington Avenue, Suite 1712 New York, NY 10170 Tel: 212.573.9046 Fax: 212.573.9049 email: info@equiproint.com/www.equipoint.com

 <p>LEADERSHIP TRANSITION TIPS</p>		<p>THE LEADERSHIP TRANSITION TIMELINE™</p>
<ul style="list-style-type: none"> • Build a <i>best talent</i> Leadership Team • Travel widely, listen carefully and do research before taking strategic action. • Identify how to exceed your stakeholders' (boss, employees, customers) critical expectations. • Do hard and painful things quickly. • Keep an eye on the clock and target a few early wins. • You can't order change; promote your agenda and build accountability and commitment for change. • Respect the past and leverage the strengths. • Be a role model for your leadership beliefs and values. • In the 1st 100 days don't give in to pressure for "knee-jerk" actions. • Measure and Celebrate Success! • Communicate, Communicate and Communicate. 	<p>Day One</p>	<ul style="list-style-type: none"> • Meet with your Boss • Meet with your Leadership Team • Meet with your Executive/Administrative Assistant • Unpack and personalize your office • Prepare Transition Announcement
	<p>Week 1</p>	<ul style="list-style-type: none"> • Meet with Boss and Human Resources to discuss team and any openings not filled • Identify key stakeholders and arrange meetings/lunch dates • Meet individually with Leadership Team Members; ask for one-page briefing memo in 2 weeks that identifies: strengths, opportunities, issues • Schedule tours of facilities/locations and meeting customers
	<p>Weeks 2-4</p>	<ul style="list-style-type: none"> • Size up the leadership potential of your team • Conduct Leadership Team Jump Start™ Transition Meeting (I) • Develop The Sudden Impact 100 Day Game Plan™ • Continue "Action Research" meetings/visits • Hold "How Am I Doing?" feedback session with your Boss
	<p>Months 2-3</p>	<ul style="list-style-type: none"> • Size up the leadership potential of your team • Conduct Leadership Team Jump Start™ Transition Meeting (I) • Develop The Sudden Impact 100 Day Game Plan™ • Continue "Action Research" meetings/visits • Hold "How Am I Doing?" feedback session with your Boss
	<p>100th Day</p>	<ul style="list-style-type: none"> • Announce 4-5 major changes/decisions (via employee town meeting, videoconference, etc., as appropriate to your organization) • Announce The Sudden Impact 100 Day Game Plan™
	<p>Months 3-6</p>	<ul style="list-style-type: none"> • Monitor Game Plan progress • Conduct Leadership Team Transition Meeting (II) • Develop second The Sudden Impact 100 Day Game Plan™
	<p>Months 6- 12</p>	<ul style="list-style-type: none"> • Hold progress review meetings with boss/Board, Leadership Team and key stakeholders to measure results • Make final decisions about your Leadership Team • Hold "Year One Results" Celebration
	<p>Year Two</p>	<ul style="list-style-type: none"> • Conduct Strategic Planning and Goal Alignment meeting with Leadership Team • Conduct Leadership 3 60/organization assessment surveys