

New Manager Transition Process



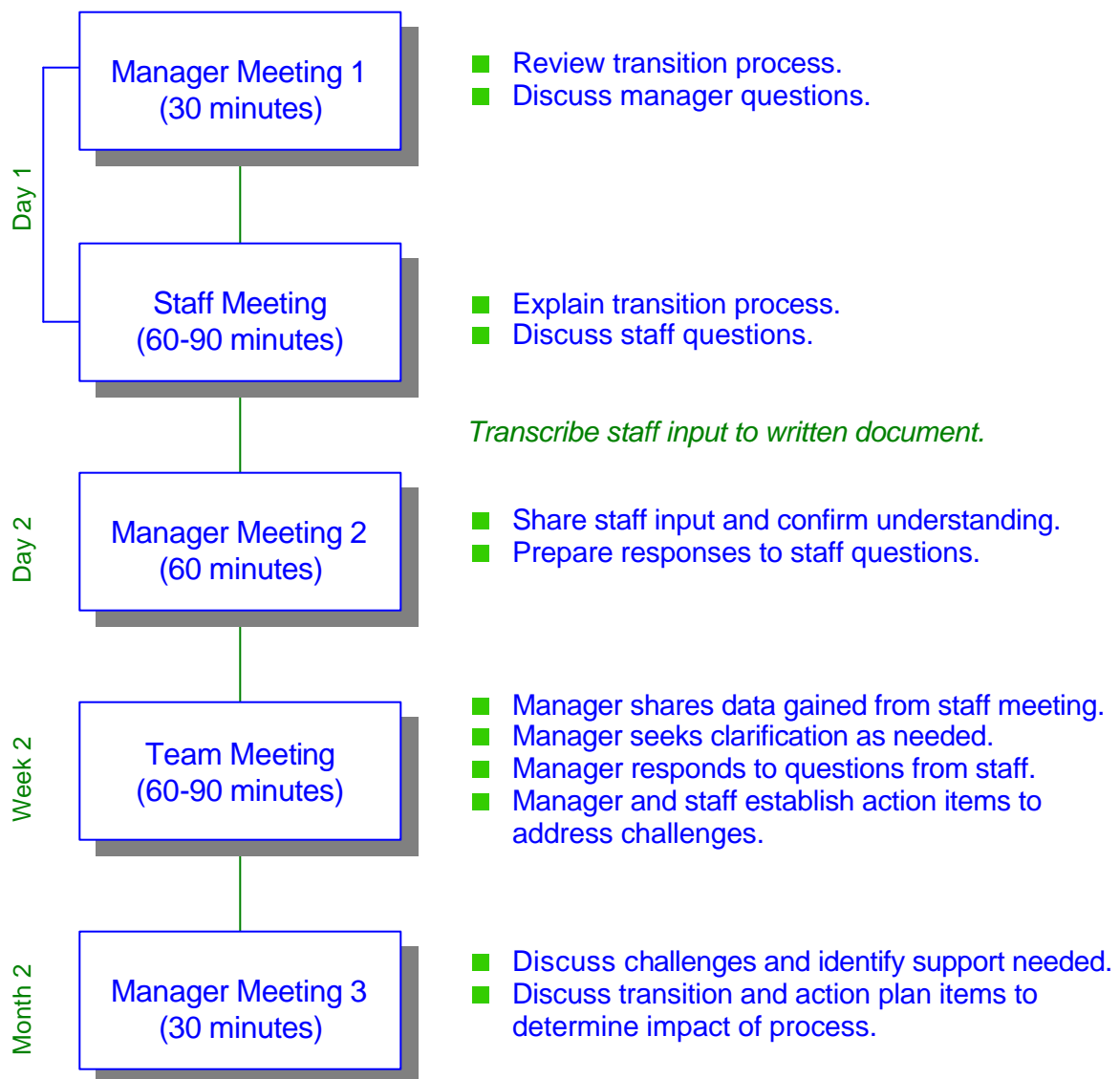
Time Required: 5 hours over a period of 1 month



Goal

- Accelerate the relationship building between a manager and his/her new team.

Process



Note: Optional staff meeting can be held as well to explore their thoughts about the transition.

New Manager Transition Process (Cont.)

Preparation

New Manager Transition Process – Manager Preparation

Instructions to the Manager: Complete the questions below and prepare to share your answers with your team.

1. *What I already know about this team is...*
2. *What I don't know but would like to know about this team is...*
3. *What they need to know about me as a manager is...*
4. *The major challenges we will face as a team in the next year are...*
5. *Some specific ideas I have for managing those challenges are...*
6. *Other questions or concerns I would like to discuss are...*

New Manager Transition Process – Staff Preparation

Instructions to the Staff: Complete the questions below and prepare to share your answers in a facilitated meeting. Your manager will not be in this meeting.

1. *What we already know about our new manager is...*
2. *What we don't know but would like to know about our new manager is...*
3. *What our new manager needs to know about us as a team is...*
4. *What we most want/need from our new manager is...*
5. *The major challenges we will face as a team in the next year are...*
6. *Some specific ideas we have for managing those challenges are...*
7. *Other questions or concerns we would like to discuss are...*