



Checklist:

Leadership Transition

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Leadership Transition Checklist

Do I understand the context and culture of my new team and organization from the perspective of key stakeholders?

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Do I have a clear plan for the first 100 days identifying my priorities and what I intend to do, communicate, and learn?

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Am I clear on intended outcomes and how I will measure my success?

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How will I manage my time to ensure a productive work rhythm? What boundaries and personal ground rules do I need to put in place to ensure I am efficient and get sufficient time for rest and recovery?

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Have I got a clear process in place to get to know and develop my team, including making necessary changes and appointments?

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Have I identified the key stakeholders within and outside the company I need to build relationships with? How will I build credibility with them and earn their trust and support?

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How will I ensure I communicate my intentions and expectations to the wider organization?

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How will I ensure I get helpful and constructive feedback on my progress from my boss, team, and other key stakeholders?

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What new skills and knowledge do I need to develop as a matter of priority? What options do I have to strengthen these areas?

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What additional data and insights do I need to move my priority goals forward? Who can help me source and understand these data and insights?

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Who do I need on my 'personal development board' to support my development? Who inside or outside the organization can act as a mentor, sounding board, and coach to ensure I gain the insights, guidance and support I need?

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What personal weaknesses, overused talents and limiting assumptions do I need to mitigate or overcome to avoid tripping myself up?

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How will I adapt my strengths and style to best match the needs of the role and culture?

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What are the most promising opportunities for change and improvement in the team and organization? Whose support and commitment do I need to bring about this change?

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What are the biggest barriers to change? What options do I have to overcome these barriers? Who can help me succeed?

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