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Michael V. Newman – Podcast – Episode 005

**Eleven Questions For Successful Transitions**

When a person is promoted or hired to a new position or they leave an organization to transition to another organization in a new leadership position there are often assumptions that are made by you and the people who hired you. Are you ready for the transition? These eleven questions will help you get off to a good start in your new role.

“When you are starting out as a leader in a new situation you are going to experience an incredible range of emotions.”

**Things to Know Leading In a New Position**

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| Six Things to Know for Your Success | Awareness |
| * Know that you will be \_\_\_\_\_\_\_\_\_\_\_for things you know very little or nothing about. |  |
| * Know that you will need to build \_\_\_\_\_\_\_\_\_\_\_ with your staff. |  |
| * Know that people will \_\_\_\_\_\_\_\_\_\_\_you. They will bring to you things that others have told them know about already. |  |
| * Know that how you perceive things when you start may not be how they \_\_\_\_\_\_\_\_\_\_\_are. |  |
| * Know that you expect yourself to know and that you \_\_\_\_\_\_\_\_\_\_\_ have the answers. |  |
| * Know that it is \_\_\_\_\_\_\_\_\_\_\_ not to know. |  |

**Eleven Questions For A Great Start**

1. **What is the** \_\_\_\_\_\_\_\_\_\_\_ **plan from the organization?** 
   * Is there a formal plan or is in informal?
2. **How do you set** \_\_\_\_\_\_\_\_\_\_\_ **priorities?**
   * Time: There are always going to be competing commitments in your work.
   * Projects: What are the things you are required to do that no one else can or should do?
   * People: You need to invest time into getting to know your team and those who support you.
3. **What is the vision?** 
   * Do you know the vision and the mission of the organization?
   * How does your work \_\_\_\_\_\_\_\_\_\_\_ to the vision?
   * How do you align to the vision?
4. **What are the** \_\_\_\_\_\_\_\_\_\_\_ **of your daily responsibilities?**
   * Is there a method reporting to daily or weekly or monthly?
   * Is your supervisor a hands-on leader who needs to know?
   * Is your supervisor a set direction and you determine the how?
5. **What is the** \_\_\_\_\_\_\_\_\_\_\_ **meeting schedule?** 
   * Organization wide meetings
   * Meetings with supervisor
   * Meetings with your team
   * Meetings with other departments
6. **Where is the bathroom and other** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**of information that I will need?**
   * Lunch
   * Birthdays
   * Holidays
7. **What is the** \_\_\_\_\_\_\_\_\_\_\_**of the workday responsibilities?** 
   * Volunteer committees
   * Community-based organizations
8. **What are the** \_\_\_\_\_\_\_\_\_\_\_**of reports and which ones have fixed deadlines?** 
   * Is there a standard for presentations?
   * What are the deadlines for materials to be submitted?
   * What is the time format for presentations to board or committees?
9. **Who supports me from an** \_\_\_\_\_\_\_\_\_\_\_ **point of view?**
   * Is the administrative support share with others?
   * How do we balance workload?
   * What are the priorities individually and shared?
10. **What do you** \_\_\_\_\_\_\_\_\_\_\_ **of me?** 
    * Do you want scheduled meetings or are drop-ins OK?
    * Do you want emails or phone calls or in person updates on issues?
    * How much of the details do you want to know?
11. **What can I expect of you?**
    * How will you \_\_\_\_\_\_\_\_\_\_\_with me?
    * What is your method of follow-up that you want from me?
    * What will we cover in our meetings?
    * What is it that you expect that I only do and that I do not delegate to someone else?

**Application:**

1. With the six things to know about your success section, list your level of awareness on a scale of 1 to 5. List those areas you rated low and develop a plan to address these by asking yourself, “How can I gain additional insight into these areas?”
2. Invest time into answering the eleven questions for a great start. For those areas that you are not able to answer in enough detail to give you a level of comfort in your new role, find a positive person in the organization that can assist you in moving towards a greater understanding.

1. As you look at the relationship with your supervisor or who you report to, develop a method to assure that you are meeting their needs in relationship to the role you serve. Based on their expectations of you develop your own plan on how you will manage the demands on your time and balance the need to communicate and get the work done.

**Resources:**

How Successful People Think - by John C. Maxwell

How to Lead When Your Boss Can’t (or Won’t) - by John C. Maxwell

Answers: responsible, relationships, test, actually, will not, okay, on-boarding, your, align, expectations, weekly, key pieces, outside, due dates, administrative, expect, communicate