



A coaching process designed to help newly appointed leaders make a successful start and effectively manage their transition.

Leadership excellence

### 10 Common Mistakes we can help you avoid

- ❑ “Cold Start.” Insufficient understanding of key individual’s / stakeholder’s expectations.
- ❑ Acting too quickly, with limited focus.
- ❑ Failure to develop an overall strategy for change.
- ❑ Early focus on task related issues.
- ❑ Failure to identify and build key relationships.
- ❑ Denigration of the past efforts.
- ❑ Incorrect timing of events, announcements, programs etc.
- ❑ Missing out on important meetings with key individuals.
- ❑ Ignoring the role of symbolic actions, behaviors and rituals.
- ❑ Underestimating the importance of networking.

## Leadership Transition Process™

The Leadership Transition Process™ – the first 100 days, is a results-focused onboarding process designed to help newly appointed leaders get off to a successful start in their new position. The Leadership Transition Process™ occurs through a brief series of focused meetings – 3 to 5 in the first 100 days – in which the new leader is assisted in developing and executing a strategy for his or her transition.

A change in management is used as an opportunity to initiate changes, implement new strategies and to optimize the organization’s capabilities. The pressures facing new leaders are well known – define priorities on arrival, decide quickly and show early results. The Leadership Transition Process™ helps the leader to understand the new situation from different perspectives and to gather the knowledge and understanding required to respond constructively to these pressures.

Attain International helps leaders to PAM – plan, anticipate and manage – the issues, challenges and phases of their transition. Working together, we analyze the initial situation, identify key relationships and expectations, and pay close attention to the balance between stability and transformation necessary for successful change.

### The Leadership Transition Process™

During this concentrated and intensive process, the new leader develops and executes a specific and focused strategy for transition and change. The process targets **7 Critical Success Areas**:

1. **Analyzing the initial situation** – expectations, key relationships, the predecessor’s legacy, factors, issues, organizational culture, strengths and resources
2. **Defining expectations of key individuals and stakeholders** – complexity, conflicting expectations and stated vs. unstated expectations
3. **Developing key relationships** – identifying, positioning, managing, communicating, networking and creating influence
4. **Identifying the right timing for actions** – 4 phases of transition activities: Positioning, Orientation, Innovation and Change
5. **Creating a motivating set of goals** – defining priorities, developing stability and change goals, and the communication plan
6. **Initiating the change process** -- involvement, balancing continuity and change, communication and managing organizational transitions
7. **Utilizing symbolic actions, behaviors and rituals** – symbols and rituals that will support the change



# Leadership Transition Process™

## Leadership Transition Process™ features...

### Benefits for the new leader and the organization. . .

- **Significantly increases the likelihood of a successful transition** -- the timeframe and results that you expected.
- **Faster ramp-up.**
- **Significant reduction of the risks** for new managers from outside the organization or new to the business.
- **Support** while facing complex situations.
- **Focused personal development** for specific management challenges.
- **Avoid common mistakes and pitfalls** that cause setbacks.

#### Proven strategies and techniques

The Leadership Transition Process™ was developed by Dr. Peter Fischer, the well-known author and leader in the field of leadership transition. The process is based on the research, practice and theory behind Dr. Fischer's groundbreaking work and has brought **impressive results** to many leading organizations. Additionally, each leader receives a copy of Dr. Fischer's book "The New Boss: How to Survive the First 100 Days," which was rated by Soundview Executive Book Summaries as **one of the best business books of 2007**.

#### Small investment... substantial return

The Leadership Transition Process™ process begins at, and slightly before, the official start of the new position. A **successful transition strategy** for the new leader is developed **in 3 to 5 meetings** during the first 100 days.

#### Results-focused approach

Our proven approach to leadership transition is based on 7 Critical Success Areas. These areas target the key components and dynamics of the transition process and support the intended change. We concentrate on the important goals and outcomes of the transition, resulting in a specific and focused strategy for change. **The outcome -- a successful transition for the manager and the organization.**

#### High-impact coaching and mentoring

We use *high-impact coaching and mentoring* to focus the manager's attention on the four phases of leadership transition – positioning, orientation, innovation and change – and explore approaches and strategies that might be useful to them. We provide counsel and guidance in what to do, when and how to best do it.

#### We...

- are experts in organizational development and leadership transition and have worked in diverse industries and in all types and sizes of organizations around the world.
- know each individual and situation is different. The Leadership Transition Process™ is designed to address the differing needs of each individual, business situation, and intercultural setting.
- know the common mistakes and pitfalls frequently made in transitions and help the newly assigned leader to anticipate issues and avoid them.

#### Who needs support in their Leadership Transitions?

The Leadership Transition Process™ is designed for leaders, at all levels of the organization, who have changed positions or been promoted. The process is particularly beneficial if the leader is:

- new to the organization, assigned to a new area of the business, or is working in a different country or culture
- facing the need for change, difficult relationship issues, a complex, challenging assignment or strategically critical role with early pressure to succeed

