

Your Career Journey Starts Here

STRATEGIES TO ACCELERATE YOUR LEADERSHIP AND ORGANIZATIONAL EFFECTIVENESS

Transitioning to a new role can often be one of the busiest times in your professional career. From job searching, interviewing, negotiating your salary, accepting an offer, putting in notice with your old employer, parting ways with your team and joining an entirely new organization - there are a lot of nuances to manage both personally and professionally.

Create a Successful Transition

Delivering the news that you've accepted a role at a new company can often be bittersweet. Your current team may be sad to see you go but also excited for your new professional journey ahead. To make your departure and transition run smoothly, remain orderly and organized as you go through the offboarding process.

- **Prioritize:** document the most important aspects of your role.
- **Transition Plan:** create an outline with suggestions of who can share your responsibilities when you depart.
- **Transfer Information:** take thorough notes outlining your processes, passwords, key contacts, etc.
- **Stay Positive and Productive:** don't slack off your last few weeks; your focus and dedication in the final days will leave a lasting legacy.
- **Express Gratitude:** Thank the people on your team and mentors who helped you. It will build the "signature" of your personal brand and strengthen your future professional network.

Stay Grounded Your First Week

Creating a positive first impression is important in building strong working relationships; but remember, your first week is about balance. Focus on making a good impression but don't put too much pressure on yourself.

- **Learn:** your goal is to learn about your new workplace and where you fit in, not to try and get everything right.
- **Introduce Yourself:** smile and introduce yourself to everyone you encounter, from the CEO to the janitor.
- **Ask Well-Timed Questions:** questions are vital for discovery and learning, but delivery is crucial. Read the room and read body language; you'll pick up on energy and get a feel for whether or not the timing is appropriate.
- **Sink or Swim Training:** if you expected an organized orientation and instead received a push into the deep end, don't panic. Approach tasks with confidence and initiative and your team (and supervisor) will appreciate your effort.

Settle Into Your First 30 Days

It's time to settle into your role! Continue to listen and evaluate as you learn how to apply your skills to your team's challenges & opportunities.

- **Get To Know Your Team:** make valuable connections to build your stakeholder network.
- **Stay Open-Minded:** learn your team's and organization's way of doing things first before you suggest a new process.

- **Prove Yourself & Add Value:** where there are opportunities to enhance and improve processes, share your skills and expertise to help your team grow.
- **Align With Your Manager:** understand how your contributions affect the bottom line.

Sail to Success your First 90 Days

Keeping a positive attitude, in combination with doing the right things, will create momentum and propel you forward in your new role. Remember, enthusiasm is infectious and your desire to contribute will inspire others to do the same.

- **Accelerate your Learning:** explore available resources to help you perfect new job-related skills.
- **Match Strategy to Situation:** understand that there is not a “one size fits all approach” to opportunities and challenges.
- **Secure & Document Early Wins:** keep track of your contributions in writing.
- **Achieve Alignment on Expectations:** know what is expected of you in your role.
- **Ask for a 90-Day Review:** check-in with your manager so you can be confident that you are moving in the right direction.

Strategies to Help you Stand Out

Make the most of your first 90 days and beyond by implementing these actionable strategies used by highly effective leaders.

- Expand your stakeholder network and relationships.
- Create or improve productive habits and eliminate time-wasters.
- Develop goals that further your organization’s bottom line.
- Maintain relationships with your former team members.
- Become an invaluable resource to your organization.

Transitioning to a new job, when approached thoughtfully and strategically, is a rewarding experience. Staying positive, being patient and maintaining a growth mindset throughout the process will help you achieve a smooth and successful transition into your new career opportunity.

[Learn more about how leadership coaching can support strategic leadership and organizational effectiveness.](#)