

First-Time Leader Transitions Opportunity Identification Diagnostic

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Use this short diagnostic tool to pinpoint the things you can- do to help accelerate the performance and development of your first-time leaders.

Question	Poor	Fair	Good	Excellent
How effective are we at:				
1. Identifying first time leaders before they start their role?				
2. Helping our first time leaders clearly understand the nature and expectations of their new role before they start?				
3. Encouraging first time leaders to set themselves up for success before starting their new role?				
4. Providing first time leaders with a learning path that helps them manage the transition during their first twelve months?				
5. Encouraging first time leaders to focus on the critical few transition-related activities?				
6. Providing first time leaders with the right learning activities and tools at the right time?				
7. Ensuring that experienced leaders are active participants in supporting first time leaders to succeed?				
8. Tracking the progress of first time leaders, and adjusting our support activities based on what we are learning?				

See the next page for how to improve your scores.



How Effective Are We At:	Suggestions For Increasing Your Score
1. Identifying first time leaders before they start their role?	<ul style="list-style-type: none"> • Hold regular conversations with line managers about their talent pool and succession planning. • Create, monitor and stay connected with aspiring leaders
2. Helping our first time leaders clearly understand the nature and expectations of their new role before they start?	<ul style="list-style-type: none"> • Define what “great” looks like for first time leaders in terms of knowledge, attributes and skills. • Define the nature of the transition challenges first time leaders face. • Communicate the above points to first time leaders in a variety of ways, including workshops and online tools
3. Encouraging first time leaders to set themselves up for success before starting their new role?	<ul style="list-style-type: none"> • Provide a framework and tools that helps first time leaders build key relationships, clarify the role’s priorities and manage their transition.
4. Providing first time leaders with a learning path that helps them manage the transition during their first twelve months?	<ul style="list-style-type: none"> • Define and communicate: <ul style="list-style-type: none"> ○ key transition milestones over a twelve month period ○ the learning topics that first time leaders are likely to need to focus on ○ the types of learning activities that will support the learning
5. Encouraging first time leaders to focus on the critical few transition-related activities?	<ul style="list-style-type: none"> • Understand and communicate the two or three things that makes the biggest difference to successful transitions in your organisation
6. Providing first time leaders with the right learning activities and tools at the right time?	<ul style="list-style-type: none"> • Develop a clear learning framework that includes a blend of learning approaches, including: <ul style="list-style-type: none"> ○ Facilitated workshops ○ Action learning groups ○ Manager-led coaching ○ Collaboration tools ○ Mentoring ○ Self-paced learning ○ E-learning
7. Ensuring that experienced leaders are active participants in supporting first time leaders to succeed?	<ul style="list-style-type: none"> • Engage CEO support for first time leader development, and have them clearly communicate his / her expectations • Provide experience leaders with the opportunities to develop their effectiveness as coaches and teachers e.g. being involved in workshops, training in coaching skills, providing tools and templates.
8. Tracking the progress of first time leaders, and adjusting our support activities based on what we are learning?	<ul style="list-style-type: none"> • Establish feedback loops, including input from middle managers, trainers, coaches and the first time leaders themselves.