



Fast Forward

Optimizing Executive Transition

Course Description

Fast Forward is a process for accelerating and enhancing the integration of a new Executive/Leader into a pre-existing work group. The arrival of a new leader in any department is always a stressful one, not only for the new appointee, but also for the employees. People naturally worry about changes that can dramatically affect their lives. "What will the new boss be like" "What will he/she change?" "How will we get along?" "What are his/her expectations?" etc. These concerns often interfere with the productivity of the department.

The aim of Fast Forward is to diffuse employee worries and hasten the development of the two-way communication and mutual understanding between the new Executive/Leader and his/her staff, so crucial to the team's effectiveness. At the same time, the new Executive/Leader gains valuable insights into his/her new team's ways of working and a better understanding of their individual and collective points of view, providing concrete keys to lead the team *Forward...Fast!*

Target Audience

All newly appointed Executives/Leaders and their teams wanting a positive and productive start to their new relationship.

Objectives

- develop strong, positive, working relationships between the new executive and the in-place team
- open channels of effective two-way and more-way communication between all team members
- clarify the executive's and the employees' objectives, expectations and aspirations
- gain concrete insights to lead and develop the team in an optimal way
- start building mutual trust among all team members
- understand and integrate the 5 Keys of Team Success into the new Leader Team's functioning
- develop a thematic goal and 4-5 constituent goals for the first 3-6 months

Process/Logistics

- 2-day session: (off-site, if possible, to foster a neutral environment)
 - Day 1: In a series of 2-hour meetings, the work group and the new Executive/Leader share information about each other, guided by a facilitator and a simple communications model
 - Day 2: Facilitated Strategy Meeting, where the new Executive and the team address their Priority Action Items generated on the 1st day. The new team creates a clear Action Plan with specific thematic, constituent & operational goals for the first 3-6 months
- Preparation: a 1-2 hour interview between the new Executive/Leader and the facilitator to understand the situation, scope and process. Preparation of the Strategy Meeting on Day 2
- Post-session: formal debrief with the Executive/Leader—detailed meeting notes/Action Plans distributed to all participants
- Further team-building or coaching sessions to be discussed as necessary

Duration of the session: 2 days (including a facilitated Team Strategy Meeting)

Number of participants: Work groups of up to 10 people

Working languages: English or French



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