

# NEW LEADERS



## First 100

## Days @ Work

### FIRST 100 DAYS

Measures new leaders achievements and viewed as indicator of future performance .....1

### LEADERSHIP MINDSET

Mindset is about doing 'Right Things' in 'Right Way' at 'Right Time' .....2

### PREPARE for SUCCESS

Being prepared is the foundation of success .....2



### YOUR EXECUTIVE PRESENCE

People judge others in few seconds and perceptions are stronger than reality .....3

### RELATIONSHIP with MANAGER

Connecting with new manager is important .....4

### LEADING EXISTING LEADERS

Leading existing leaders requires right approach .....4

### BUILD TEAM RELATIONSHIPS

Building trust, credibility and strong relationships with team .....4



### UNDERSTAND INTERNAL ENVIRONMENT

Personally connecting with stakeholders .....5



## **TEAM TRANSFORMATION**

*Inheriting existing team requires assessing competencies, skills, capabilities .....6*

### **STRATEGIC PLAN**

*Create team shared vision and strategic plan based learning and knowledge acquired .....7*

### **EARLY WINS**

*Early Wins can be small but create momentum for even larger successes .....7*

### **REVIEW YOUR SUCCESS**

*Get feedback to create awareness and identify blind spots to further strengthen your skills.....8*

### **UNDERSTANDING OTHERS STYLE**

*Understand self and others is essential to become an outstanding leader.....9*

#### **APPENDIX A: STRATEGY TOOLS**

- *Charter Template*
- *Skill-Will Model*
- *Critical Success Factors*
- *Key Performance Indicators*
- *SWOT - TOWS Analysis*
- *Customer Expectations*
- *S.M.A.R.T. Model & Planner*

#### **APPENDIX B: ASSESSMENT**

- *Your Style @ Work*