

Leader Toolkit

What do you need to keep in mind



We are **INSPIRATIONAL** leaders, **DEDICATED TO QUALITY**.

We take the lead and learn from setbacks and strive to do better. We stretch ourselves to improve our performance.

Why use this tool

When you move to a new role, especially a new leadership role, it is important to talk to people about the new role in order to increase your effectiveness in that role.

Use this tool to help you think about what you have learned about or been told in preparing for your new role, decide what is important and identify actions for improvement and learning.

When to use this tool

Start using this tool as soon as you hear that you have been promoted or when you are moving to a new role. Ask for and write down any ideas, comments or suggestions as well as noting who said it.

How to use this tool

1. **Who** made the comment or gave you the idea?
2. Write down the **idea, comment or suggestion**.
3. Mark whether you think it is **important** for your new job?
4. Think about **actions that you need to take or things to watch for**.
5. **Add actions** to your **development plan**.

Tips

- **Ask lots of questions.** Don't worry about having all of the answers. Ask questions that spark discussion. When people speak up, ask them to clarify their ideas so others can understand.
- **Look beyond your team.** During this time, it's easy to become focused on your former teammates. But don't forget to build connections with new counterparts and your new boss.

What do you need to keep in mind



Think about what you have learned in preparing for your new position and decide what is important.

Who	What you learned or were told	Important YES/NO	Actions
You			
Your New Leader			
Your Team			

