

Leader Toolkit

Sharing your leadership plan with your direct reports

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

We build trust, communicate and support each other. We take pride in a job well done.

Why use this tool

The conversations you have with your direct reports lay the groundwork for productive working relationships that are essential to your successful leadership transition.

When to use this tool

Use this tool when you are transitioning to a new leadership role.

In preparing for conversations with your direct reports, you will be planning conversations about what you have learned and what you have planned for the early stage of your transition.

If you are 'revitalising' your leadership and your leadership plan, set up a meeting with your direct reports, explain your approach and use the tools and prompts that best suit your situation.

How to use this tool

Use this tool to collate and organise your learnings, and to plan ways to share them with your direct reports.

Step 1 Read through the notes you took using the tool that is listed for each conversation topic.

Step 2 Develop discussion points that will enable you to share your insights in your conversations and to engage your direct reports in your leadership plan

Take special care!

In working through this tool, you could record information that is sensitive.

Treat all completed documents with care!

Tips

Your direct reports will want to know:

- what you have learned about your role and the leadership that is required
- what actions you believe are required to take the team and project forward
- how they will work with you - how each party will adapt to the other

Sharing your leadership plan with your direct reports



Collate what you have learned from others about your leadership role and your team

Conversation topic	Discussion points to include in conversations with your direct reports
Tool used to gather insights <i>What do you need to keep in mind?</i>	
Topic scope What others are saying	
<ul style="list-style-type: none">• about the past, current and future requirements of the role	
<ul style="list-style-type: none">• about your team	
<ul style="list-style-type: none">• about future opportunities	

Collate your expectations of what needs to be done and the actions that you want your direct reports to support

Conversation topic	Discussion points to include in conversations with your direct reports
Tools used to gather insights <ul style="list-style-type: none">• <i>Identify quick wins</i>• <i>Build your 90 day plan</i>• <i>SWOT analysis on team and individuals</i>	
Topic scope What you believe is required as you continue.	
<ul style="list-style-type: none">• The quick wins you have planned	
<ul style="list-style-type: none">• The key milestones you have set out in your 90-day plan	



Sharing your leadership plan with your direct reports

Collate your learnings about your leadership style.
plan ways to agree how you and your direct reports will work together

Conversation topic	Discussion points to include in conversations with your direct reports			
Tools used to gather insights <i>What do you need to keep in mind?</i> Topic scope The insights that enable you and your direct reports to confirm how you will work together <ul style="list-style-type: none">• Past and current relationships with your direct reports• How you believe you can contribute to a productive relationship				