



Prepare for conversations with your direct reports

Leadership Dimensions

Developing capability

Negotiate success

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

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.

Take special care!

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

Treat all completed documents with care!

Step-by-step to well-prepared conversations

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

1. ***Read through the notes*** you took using the tool that is listed for each conversation topic.
2. ***Develop discussion points*** that will enable you to share your insights in your conversations and to engage your direct reports in your transition plan.

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

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

Conversation topic	Discussion points to include in conversations with your direct reports
Tool used to gather insights <i>Understand yourself and your new role</i> <i>Transition reflection tool</i>	■
Topic scope <ul style="list-style-type: none"> ▪ what others are saying ▪ about the past, current and future requirements of the role ▪ about your new team ▪ 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
Tool used to gather insights <i>Identifying opportunities for quick wins</i> <i>30-60-90-day plan</i> <i>Build Team Tool</i>	■
Topic scope <i>What you believe is required as you continue in your transition and beyond.</i> <ul style="list-style-type: none"> ▪ <i>The quick wins you have planned</i> ▪ <i>The key milestones you have set out in your 30-60-90-day plan</i> 	■
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Collate your learnings about your leadership style, and 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
Tool used to gather insights <i>Understand yourself and your new role</i>	<ul style="list-style-type: none"> ■
<i>Transition Reflection Tool</i> Topic scope	<ul style="list-style-type: none"> ■
The insights that enable you and your direct reports to confirm how you will work together	<ul style="list-style-type: none"> ■
<ul style="list-style-type: none"> ▪ Past and current relationships with teams 	<ul style="list-style-type: none"> ■
<ul style="list-style-type: none"> ▪ How you believe you can contribute to a productive relationship 	<ul style="list-style-type: none"> ■

