



Transition reflections

Leadership Dimensions **Developing capability**

Don't overlook valuable insights

Prior to taking up your new role and during the early days of your transition, you will have many meetings and interviews with various members of your team, with your peers, and with previous and new leaders.

Take special care!

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

Treat all completed documents with care!

What to do - evaluate what you are learning as you go

Ensure that you don't overlook the significance of valuable insights.

1. ***Assess the significance of what you learn as close as possible to the discussion or meeting*** where you gained the insight.
2. Use the Transition reflection template to ***systematically record the insights you gain and your assessments of them.***

Tip

You will have many meetings and many discussions in the course of seeking insights about yourself and your new role.

Keep adding to the record you are keeping, analysing and assessing as you go.

Treat your transition reflections as a continuing narrative

- of what you are learning
- what is significant, and
- what requires follow-up

Don't forget!

The ***Transition reflection template*** can be used beyond your transition, to record and assess insights gathered in meetings and projects.

Reflect on what you learn and consider how to apply the insights you gain

Build your insights over time. Add something to your Reflections after each discussion or meeting.

Source of insight	What I learned	Where these insights are relevant to my new role	What should I consider further? What actions should I take? Add to your plan.
Yourself			
Your new Leader			
Peers			
Your direct reports			