

## compas

### module 7 – transitioning – new people / new roles

(a one-day program for individuals or groups)

A health-check for introducing new Team members  
into established organisations

People constantly tell us that their most vivid career recollections include the first few days in new roles. These critical days contribute substantially to the process of coming to terms with a new role and coming ‘up-to-speed’ rapidly.

What happens in these early days has a massive impact on how the new starter feels (about their new role, the organisation and their manager), and can make the difference between satisfaction and regret. And it is a period in which the new starter has little influence – most of the important steps are taken before they actually arrive.

The paybacks for a smooth, positive orientation are clear. It is broadly estimated that it takes a new manager a month to fully grasp and expand into new roles. A strategy that smooths out and shortens this process can save money and time and go a long way to preventing ongoing errors. During their first days in a new role, people tend to accept what people offer them and, more importantly, what others ask them to do.

**compas module 7 – transitioning** is a coached process with the leader and other key influencers that occurs before the new employee commences. A senior TriSigma Facilitator works with the new starter’s manager (and other critical stakeholders as appropriate) as they work through a best-practice hotlist of critical pre-employment activities

**compas module 7 – transitioning** activities include:

- Organising, de-clutter and provisioning of the new person's office or workstation (adopting the key principles in **compas module 1**)
- Resolution of legacy information and paperwork so that the new starter only has to deal with information relevant to their first 3 months in the role
- A planned process for handover of existing projects and cyclical accountabilities
- Orientation and training on their desktop software (Microsoft Outlook™ or Lotus Notes™ including tips for building effective habits
- Practices and techniques for transitioning responsibilities (for internal appointments who may feel pressure to inappropriately carry past accountabilities into their new role)
- Development of important logistical support including role description, accountabilities, authority levels etc.

**compas module 7** can be delivered either as a coached 1-on-1 strategy or as a workshop for multiple executives. This module can be particularly effective when a culture-change is needed within an organisation, for example to address high labour turnover.