

# GETTING TO KNOW A NEW LEADER

Bringing a new team and leader together to align on expectations will set a newly formed team up for success

*Team meets as a group to answer questions below without the leader.*

*Group presents the information gathered from the session*

*to the leader for joint discussion and alignment.*

## LEARN ABOUT THE LEADER



What do we know about this new leader?



What else do we want to know about the new leader?

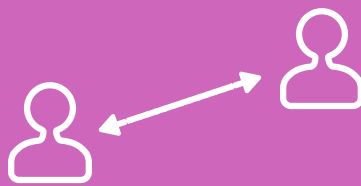


What does the leader like to do outside of work? (family, hobbies, interests)

## TEAM NEEDS FROM LEADER



What information do we need from the leader?



What kind of interaction do we need from the leader?



What support do we need from the leader?

## LEARN ABOUT THE TEAM



How are we most effective as a team?  
Least effective?



What accomplishments are we proud of as a team?



What else can we share about how we operate as a team right now?

## TRANSITION



What concerns do we have about the transition?



What key challenges does the new leader need to address in the first 3 months?



What advice would we give to the new leader?

SET UP A COMPLIMENTARY SESSION WITH ME TO HELP YOU  
CREATE A STRONG LEADERSHIP CONNECTION WITH YOUR NEW TEAM  
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# Having the Meeting

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1. Send out an email and set up a 90 minute meeting to let your team know about the goal of the meeting and what will happen.
2. Provide this list of questions and let them work together on the answers. Assign someone to be the point person to consolidate the responses.
3. Tell them you will be leaving for 45 minutes and will be back to hear their responses and discuss any questions that they may have.
4. Be open to what feedback they provide to you. **DON'T BE DEFENSIVE** no matter what is brought up. Just say thank you for the feedback and address what you can with the knowledge that you have at this point.
5. Come back to the team after the meeting with any follow ups and thank them for their time.
6. Remember the goal is to bring everyone together as one team and drive more open conversations going forward!