

# leader6

## ASCEND DISCOVERY PROGRAM

### 30-60-90 Day Plan

This document will help you structure your approach for the first 90 days in your new leadership role, in accordance with the principles of the ASCEND Discovery program. By methodically completing these questions and developing detailed responses, you will create a personalized roadmap that will significantly increase your chances of success.

A Harvard Business Review study shows that leaders who follow a structured plan during this critical period have 34% more chances of successfully transitioning. Take the necessary time to reflect on each question and develop specific responses that will serve as your guide.

## Checklist for your 30-60-90 day plan

### CHECKPOINTS FOR THE FIRST 30 DAYS

- ✓ Individual meetings with all team members completed
- ✓ Meetings with key stakeholders conducted
- ✓ Main processes and deficiencies identified
- ✓ Learning objectives achieved
- ✓ A quick win accomplished
- ✓ Initial feedback collected from supervisor

### CHECKPOINTS FOR DAYS 30 TO 60

- ✓ Situation analysis consolidated and documented
- ✓ Action priorities clearly formulated
- ✓ First organizational changes implemented
- ✓ Relationships with key stakeholders deepened
- ✓ Potential resistance identified and addressed
- ✓ Plan for the next 30 days adjusted as necessary

### CHECKPOINTS FOR DAYS 60 TO 90:

- ✓ Vision and strategy clearly communicated
- ✓ Necessary structural changes initiated
- ✓ Performance measurement system established
- ✓ First significant results documented
- ✓ 90-day review prepared for presentation
- ✓ Plan for the next 6 months drafted

### PITFALLS TO AVOID

Remember these common pitfalls to avoid them:

- Phase 1 (0-30 days): Too many changes too quickly. Even if you identify obvious problems, take the time to understand the context completely before acting.
- Phase 2 (30-60 days): Ignoring resistance. The first changes can reveal resistance. Take it as data and not as obstacles.
- Phase 3 (60-90 days): Forgetting to celebrate progress. Recognizing successes, even modest ones, is essential to maintain momentum and engagement.

This 30-60-90 day plan is your compass during this critical period. Review it regularly, adjust it based on new information, and use it as a foundation for discussions with your supervisor to ensure you consistently receive support.

Remember that this plan is not set in stone - it's a living document that should evolve with your growing understanding of the organization and your role.

## **PHASE 1: THE FIRST 30 DAYS - LEARNING AND OBSERVATION**

During this first month, resist the temptation to make major changes. Focus instead on learning, observation, and relationship building.

**Identify at least 3 specific domains that you need to understand in depth**

**Describe what you need to understand.**

**Explain the importance of this learning.**

**How will you measure your understanding (concrete indicators)?**

**Target dates**

**Identify at least 3 key people with whom you must establish solid relationships**

**Name and position**

**Why is this relationship strategic?**

**What I want to learn/obtain from this person.**

**Approach plan (how and when)**

**Concrete results to achieve**

**Identify 3 deliverables or tangible improvements to accomplish in the first 30 days.**

**Success criteria (how to measure the achievement of these deliverables)**

**Key actions required**

**Resources required**

## PHASE 2: DAYS 30 TO 60 - PLANNING AND FIRST INITIATIVES

This second month is the time to develop your longer-term plan and begin implementing some carefully selected changes.

**Identify at least 3 specific domains that you need to understand in depth**

**Describe what you need to understand.**

**Explain the importance of this learning.**

**How will you measure your understanding (concrete indicators)?**

**Target dates**

**Identify at least 3 key people with whom you must establish solid relationships**

**Name and position**

**Why is this relationship strategic?**

**What I want to learn/obtain from this person**

**Approach plan (how and when)**

**Concrete results to achieve**

**Identify 3 deliverables or tangible improvements to accomplish in the first 30 days.**

**Success criteria (how to measure the achievement of these deliverables)**

**Key actions required**

**Resources required**

### **PHASE 3: DAYS 60 TO 90 - IMPLEMENTATION AND ADJUSTMENT**

This third month is the time to accelerate and begin realizing your vision, with a focus on deployment, communication, evaluation, and consolidation.

**Identify at least 3 specific domains that you need to understand in depth**

**Describe what you need to understand.**

**Explain the importance of this learning.**

**How will you measure your understanding (concrete indicators)?**

**Target dates**

**Identify at least 3 key people with whom you must establish solid relationships**

**Name and position**

**Why is this relationship strategic?**

**What I want to learn/obtain from this person**

**Approach plan (how and when)**

**Concrete results to achieve**

**Identify 3 deliverables or tangible improvements to accomplish in the first 30 days**

**Success criteria (how to measure the achievement of these deliverables)**

**Key actions required**

**Resources required**

## **IDENTIFICATION OF "QUICK WINS"**

"Quick wins" are rapid and visible improvements that demonstrate your added value and build your credibility from the start.

**Identify three opportunities that meet the following criteria.**

**Current problems identified**

**Proposed solutions**

**Necessary resources**

**Expected benefits**

**Success measures (1 to 3 measures)**

**Implementation timeline**

## PERSONAL NOTES AND REFLECTIONS