

# leader6

## ASCEND DISCOVERY PROGRAM

### Transition Plan

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A transition plan is a strategic tool that multiplies your chances of success in your new leadership role by threefold. According to a McKinsey study, leaders who formalize a transition plan are 3.4 times more likely to achieve their objectives within their first 100 days.

### CURRENT SITUATION ANALYSIS

This section establishes your comprehensive understanding of the context and lays the foundation for your strategy.

#### Team/Department Mission

Describe in 2-3 phrases the reason for your team's existence and its contribution to the organization.

#### Personally define what success looks like in this position

Describe the key elements for success in your current historical context, organizational changes, and strategic priorities.

### STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (SWOT) ANALYSIS

#### Strengths

These are the positive internal aspects of your team.

#### Weaknesses

These are the internal aspects that need improvement within the team.

#### Opportunities

Opportunities are positive external elements that you can leverage to benefit your team.

#### Threats

Threats are external factors that could harm your team.

**Key Priorities Identified**

List the top 3-5 major challenges that should be addressed as priorities, explaining why.

**Performance Indicators**

What are the current team performance indicators and how do they compare to expectations?

**Interpersonal Dynamics**

What are the interpersonal dynamics within the team that could impact your transition?

**Recent Changes**

What recent changes (structural, strategic, cultural) have affected the team?

**Available Resources**

What resources do you have access to?

**Constraints**

What existing constraints must you work with?

## VISION AND STRATEGIC OBJECTIVES

### Team Vision

Formulate an inspiring, realistic, and measurable vision that expresses the desired future state for your team.

### Alignment with Global Strategy

Explain how your vision aligns with the organization's strategic objectives.

### Priority Strategic Objectives (3-5 maximum)

Objectives	Success Measure(s)	Strategic Alignment
1		
2		
3		
4		
5		

**How does this vision differ from the current state?**

**What cultural or operational changes will be necessary to achieve this vision?**

**What obstacles could prevent achieving these objectives?**

**How might your team react to this vision and these objectives?**

## ACTION PLAN SUMMARY: 30-60-90 DAY SEQUENCE

Please refer to your 30-60-90 day plan. [Click here to download it if not already done.](#)

### Observation Phase (First 30 days)

Expected Results

Required Resources

Deadline

Success Indicator

#### “Quick Wins”

List 2-3 quick and visible successes you can achieve in the first 30 days.

### Analysis and Design Phase (30-60 days)

Expected Results

Required Resources

Deadline

Success Indicator

### Implementation Phase (60-90 days)

Expected Results

Required Resources

Deadline

Success Indicator

### ACTION PLAN SUMMARY: 30-60-90 DAY SEQUENCE (CONTINUED)

Please refer to your 30-60-90 day plan. [Click here to download it if not already done.](#)

#### In-Depth Reflection Questions

What information is essential to gather during the first 30 days?

How will you balance observation and action during this period?

What adjustments might be necessary after the first 60 days?

How will you determine that you're ready to move to the next phase?

### STAKEHOLDER ENGAGEMENT STRATEGY SUMMARY

Please refer to your matrix for stakeholders. [Click here to download it if not already.](#)

Name	Title / Function	Power Level and Influence	Attitude toward my Promotion	Type of Influence	Blocking Capacity
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#### Stakeholder Communication Plan

Stakeholder	Frequency	Format	Content	Responsible	Expected Results
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## STAKEHOLDER ENGAGEMENT STRATEGY SUMMARY (CONTINUED)

Please refer to your matrix for stakeholders. [Click here to download it if not already.](#)

### In-Depth Reflection Questions

What strategic alliances should you develop as a priority?

How will you manage potentially resistant stakeholders?

What mechanisms will you put in place to gather stakeholder feedback?

How will you measure the effectiveness of your engagement strategy?

## TEAM DEVELOPMENT PLAN

This section transforms your team to meet the requirements of your vision.

### Team Competency Assessment

Team Member	Key Strengths	Development Areas	Professional Aspirations	Role & Optimization in the Vision
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## TEAM DEVELOPMENT PLAN (CONTINUED)

This section transforms your team to meet the requirements of your vision.

### Collective Skills Gap Analysis

List the 5-7 critical competencies necessary for the team to achieve the vision.

### Gap Assessment

Competency	Current Level	Required Level	Development Strategy
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### Team Development Actions

Initiative	Objective	Participants	Required Resources	Timeline	Impact Measure
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## TEAM DEVELOPMENT PLAN (CONTINUED)

This section transforms your team to meet the requirements of your vision.

### In-Depth Reflection Questions

What structural changes might be necessary within the team?

How will you balance individual and collective needs?

What initiatives will strengthen team cohesion during this transition period?

How will you manage potential resistance within the team?

## PERSONAL DEVELOPMENT PLAN

This section helps you evolve to meet the demands of your new leadership role.

### Leadership Competency Self-Assessment

Leadership Competency	Self-Assessment (1-5)	External Feedback	Development Priority
Strategic Vision			
Inspirational Communication			
Decision Making			
Change Management			
Developing Others			
Influence and Negotiation			

### Targeted Personal Development Plan

Competency to Develop	Learning Objective	Concrete Actions	Resources/Support	Deadline	Progress Measure
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## PERSONAL DEVELOPMENT PLAN (CONTINUED)

This section helps you evolve to meet the demands of your new leadership role.

### Strategies for Managing Identity Transition

<p>Describe how you will progressively delegate your technical responsibilities.</p>          <p>What aspects of your previous professional identity will you need to adjust?</p>          <p>How will you maintain personal balance during this intense period?</p>	<p>Identify 3-5 concrete actions to build your confidence and manage impostor syndrome.</p>          <p>What mentors or support systems could you enlist during this transition?</p>          <p>What signals will indicate that you have fully integrated your new role?</p>
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## MONITORING AND EVALUATION SYSTEM

This section establishes mechanisms to assess your progress and adjust your approach.

### Progress Dashboard

Objective	Key Indicator	Initial Situation	30-Day Target	60-Day Target	90-Day Target	Measurement Method	Evaluation Frequency
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## MONITORING AND EVALUATION SYSTEM (CONTINUED)

This section establishes the mechanisms that will allow you to evaluate your progress and adjust your approach.

### Revision and Adjustment Mechanisms

Define when and how you will formally evaluate your environment and your approach.

Describe how you will adapt your plans based on lessons learned and changing contexts.

Describe how you will systematically document the lessons learned.

Identify with whom and how you will share these insights.

### In-Depth Reflection Questions

How do you distinguish between performance gaps that require immediate adjustment and those that are temporary?

What feedback mechanisms will you implement to gather diverse perspectives?

How will you maintain motivation when progress is slower than expected?

How will you celebrate intermediate successes with your team?

### Risk Analysis and Mitigation Strategies

Identified Risk	Probability	Impact	Mitigation Strategy	Responsible Party	Contingency Plan
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## EXECUTIVE SUMMARY

This one-page summary is designed to clearly communicate your plan to your leadership team.

### Context and Priority Challenges

Summarize in 3-4 sentences:

### Vision and Strategic Objectives

Summarize in 3-4 sentences:

### Key Initiatives for the First 90 Days

List 5-7 initiatives with their expected outcomes:

### Required Resources and Support

Specify what you need to succeed:

### Proposed Monitoring System

Describe briefly how and when you will report on progress:

## PERSONAL NOTES AND REFLECTIONS