

# TOOL BOX

## INVENTORY OF FEATURES WORTH PRESERVING

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Being explicit about what is worth leaving behind and what is worth preserving for the future is the foundation of a sound transition. For outgoing leaders, it sets a framework for sorting out the qualities and competencies needed in successors, and for enduring continuity in areas that work well. The exercise in what works may also reveal gaps and areas with room for improvement.

To identify elements worth preserving, it is valuable to consider specific categories and ask,

*“Based on the direction we are heading as an institution based on our strategic plan, and the core that defines us by our values and mission, what elements are worth preserving as we head into the future with a new head of school?”*

### 1. Organization vision, purpose and goals

- Preserve
- Why
- Gap or area for improvement

### 2. Management philosophy

- Preserve
- Why
- Gap or area for improvement

### **3. Hiring philosophy and practices**

- Preserve
- Why
- Gap or area for improvement

### **4. Training and development practices**

- Preserve
- Why
- Gap or area for improvement

### **5. Financial stability and resource development capacity**

- Preserve
- Why
- Gap or area for improvement

### **6. Quality**

- Preserve
- Why
- Gap or area for improvement

## **7. Student/family satisfaction**

- Preserve
- Why
- Gap or area for improvement

## **8. Faculty satisfaction**

- Preserve
- Why
- Gap or area for improvement

## **9. Alumni satisfaction**

- Preserve
- Why
- Gap or area for improvement

## **10. Partnerships and collaborations**

- Preserve
- Why
- Gap or area for improvement

## **11. Leadership, decision-making and innovation capacity throughout the ranks**

- Preserve
- Why
- Gap or area for improvement

## **12. Campus culture**

- Preserve
- Why
- Gap or area for improvement