

TOOL BOX

LEADERSHIP TRANSITION GOAL SETTING

By Christina Drouin

The Leadership Transition Team sets goals for the leadership transition. Although the goals of your Leadership Transition Team may include more, the two stated here are typical and core. Adopt, modify, or remake.

| Leadership Transition Goals | | |
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| 1. Stable leadership: perceived and actual | | |
| 2. Belief and trust in the continuity of the values, mission, identity, and confidence in and excitement about stimulating future progress | | |
| Strategies | Critical Tools and Tactics | Performance Measures/Outcomes |
| Support the new head in setting first year goals in key areas: mission and identity, board relationships strategic planning, resource management, and continuous improvement | Transition Team Briefing Book Responsibility Matrix Key employee retention strategies Head's Personal Action Plan/Goals Institutional Strategic Plan | Continuity of mission and identity Continuity of operations Continuity of any special projects Stimulation of progress |
| Invest in supporting the new head in building strong interpersonal relationships and establishing a leadership presence | Transition and support teams Briefing Book Communications Plan Calendar | Positive board/head relations Growing number of positive relationships across constituencies Campus sense of connectedness |
| Thoroughly communicate core messages using a broad range of technologies; communicate successes | Transition and support teams Communications Plan Core Messages Calendar | Constituency awareness, understanding and belief in the future of the school and the capacity of new leadership |
| Develop and implement an exit strategy for the interim head | Communications Plan | The institution honors the contribution of the outgoing head and constituents recognize that the institution has been respectful of the outgoing head's role in advancing mission. |