

# NEW LEADER / TEAM ASSIMILATION TOOL

provided by

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# SUMMARY



The New Leader / Team Assimilation Tool is a process for opening communication channels for leaders of new teams and their staff. It answers questions that would otherwise take up to a year to answer, and sets the stage for building individual and team relationships.

The process also speeds the process of communicating a clear vision, and therefore, maintains and/or improves overall productivity.

Time needed: 1-3 hours

For questions, advice, to have Mark facilitate the process, or to conduct a more thorough team assessment, reach out to Mark at:

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(615) 656-0465

# STEPS



## Step 1: Team Map

If a Working Genius assessment is included (WorkingGenius.com):

- Flip chart / virtual chart with the team map
- Add new leader's working geniuses / competencies / frustrations to the chart
- Discuss areas of overlap / concern

## Step 2: Questions for the Team

- Break team into small groups. Have them answer the team questions. The new leader is not part of a small group (they can work on their Leader Questions; see step 3).
- Bring groups back together with the leader in the room. Have a group answer questions out loud (sometimes helpful to assign specific questions to each group). Have another group add comment as necessary.
- Give the leader the opportunity to ask questions.

## Step 3: Leader's Questions

- Assign questions as pre-work for the leader.
- Have the leader share their answers.
- Give the team an opportunity to ask questions.

# TEAM QUESTIONS



- What do we already know about \_\_\_\_\_ and his/her background?
- What additional things would we like to know about him/her?
- What does \_\_\_\_\_ need to know about us as a group?
- What concerns do we have about \_\_\_\_\_ in their new role?
- What are the key issues and challenges that \_\_\_\_\_ needs to address within the next: 3 months? 6 months? 1 year?
- What recommendations do we have for dealing with the issues and meeting the challenges?
- What do we perceive \_\_\_\_\_'s role to be?
- What information, actions, and/or decisions do we expect from \_\_\_\_\_?
- What would we like to see done that is innovative, creative, or state-of-the art?
- What advice would you offer \_\_\_\_\_ as he/she begins his/her new role?
- What team / conflict norms have been established? What other norms should be added to the list?
- What rules of engagement / structure regarding meetings should \_\_\_\_\_ be aware of?
- What behaviors are rewarded and recognized on the team? Are they the right behaviors to support and encourage amongst ourselves?
- Does the team currently have a clear, current goal around which they can rally?
- What is one thing that has not yet been said, that would provide additional clarity?



- What brought me into this position?
- What are my future professional goals?
- What are my future personal goals?
- How would I describe my leadership / management style?
- How do I like to receive feedback?
- What motivates me?
- How will you know I'm stressed? What do I do to handle stress?
- What are my expectations for the group?
- Where do I see the team / organization going?(Short-term/Long-term)
- What do I expect in the way of communication/information from the group?
- What are the issues/challenges I see as priorities for the next 6 months? 1 year?



Mark helps leaders build functional, collaborative, aligned teams through his strategic consulting, speaking, and training programs.

Book Mark for team offsites, speaking, training, and consulting.

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“After our time with Mark, we realized ways to be much more effective as a team and hold one another accountable. The walls have come down and the energy has gone up. We are working together in a much more healthy way.”

--Audria Frattini, FriendsLife

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