

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?

LEADER PRE-WORK



- 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.

Mark can be reached at mark@markskenny.com or (615) 656-0465

“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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