

# Continue the Mission: The Outgoing Leader in Transition

Successful transition of leadership depends on two key factors:

- (1) A learning culture
- (2) Servant Leadership

## Prepare

Begin organizing your notes and files. Think about what you need to accomplish before, during, and after the transition of leadership.



6 MONTHS  
OUT



90 DAYS  
OUT



Organize  
Help the team prepare to brief the incoming leader. Consult with the incoming leader on long-term decisions

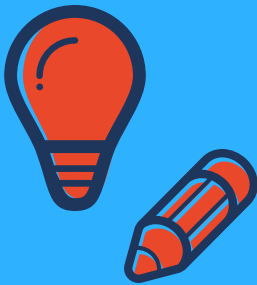


## Reach Out

Reach out to the incoming leader and see what they need--briefs on the staff, tips for making the move to a new city, preferred method of receiving new info. Pass relevant info the the staff.



30 DAYS  
OUT



CHANGEOVER  
DAY!



Transition Time  
Remember: the transition is about the team and the new leader, not you. Do your farewells prior to your successor's arrival, have the office clear of your things. Make yourself available to brief up your successor, and encourage the staff.



## Afterward

You're done! Don't hang around, and don't say negative things about the new leader or your last team. Do look forward to the next chapter knowing you've done all you can to make the team successful



THE NEXT  
DAY

