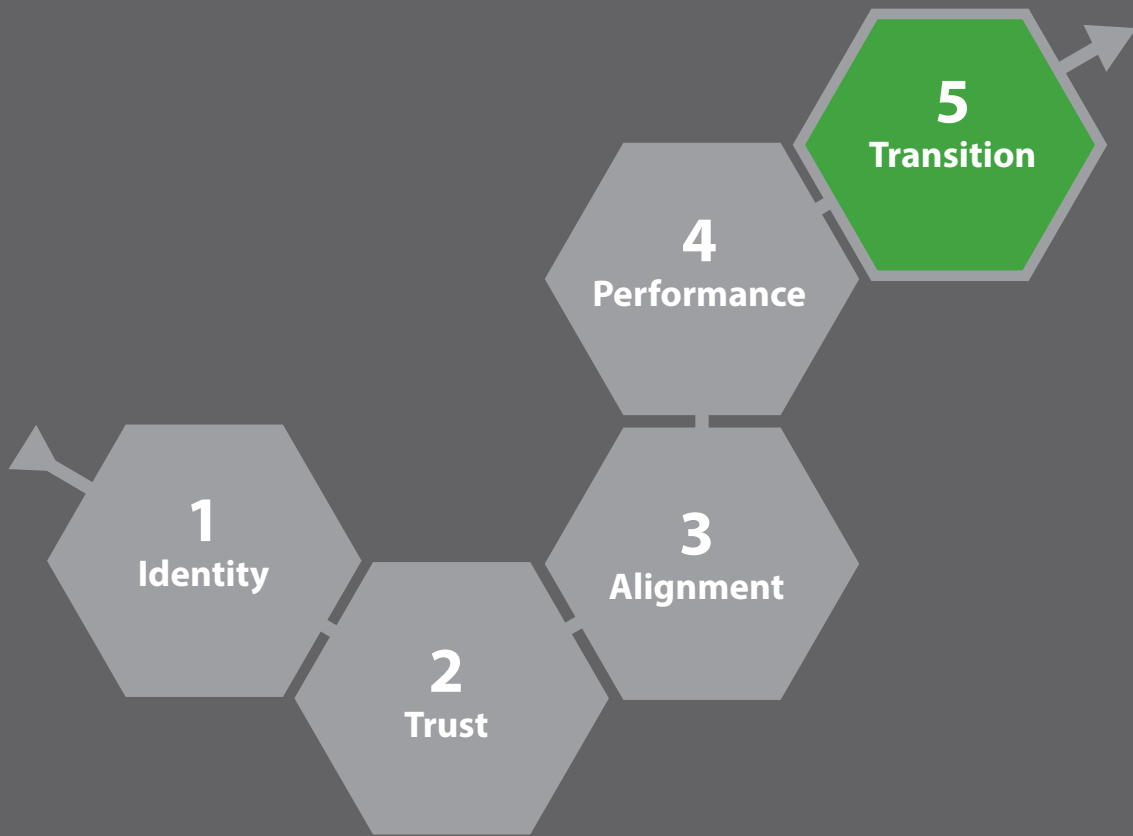


TEAM **LEADER** TOOLS

Team Transition Roadmap





Team Transition Overview

WHY

Leading teams requires that you develop within the team a readiness and resilience for change as well as the skill to effectively navigate the actual transition that change requires.

Some changes may be initiated by the team itself, but many will be imposed upon the team from outside forces.

The outcome of successful team transition is a renewed allegiance, focus, and commitment to what matters most to the team. A renewed team identity.

SUGGESTED PRACTICE

Develop within the team a readiness and resilience for change and transition. Some changes may be initiated by the team itself, but many will be imposed upon the team from outside forces.

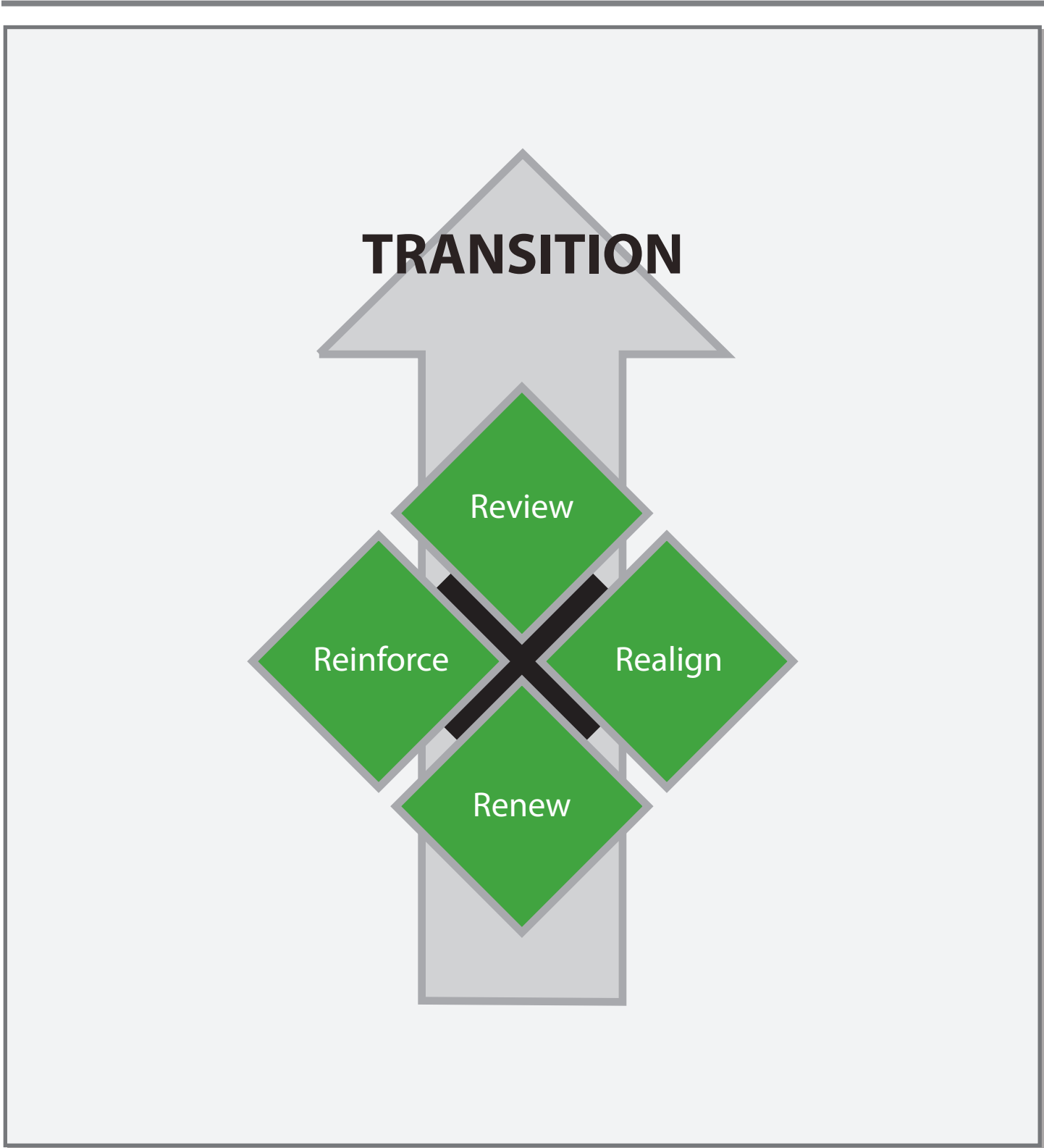
The outcome of successful team transition is a renewed allegiance, focus, and commitment to what matters most. A renewed team identity.

HOW

- 1** **LEARN TEAM TRANSITION.**
Use this Team Transition Roadmap to help your team learn what team transition means, why it is important, and how to best manage it when it occurs within the team. Help your team learn about each of the "Four R's" of change and transition.
- 2** **DISCUSS TEAM TRANSITION.**
Discuss as a team the "Four R's" of team change and transition (Review, Reinforce, Realign, and Renew). Define what each should mean for your team. Discuss as a team how each of the "Four R's" can help your team manage change and transition.
- 3** **TAKE ACTION to ENHANCE TEAM TRANSITION.**
With your team, plan a few specific actions that are relevant to your team to better navigate change and transition. Lead and support your team as it implements those actions.
- 4** **CHECK on TEAM TRANSITION.**
Help your team check its progress. How well has it implemented planned actions? How have those actions helped to manage change and transition? What should be the next key actions?



Team Transition Model





Team Transition Assessment

The Team Transition Worksheet will help you assess, discuss, and improve your team’s ability to manage necessary change and transition.

ASSESS -- > DISCUSS -- > PERFORM

How well are we doing at each team transition factor?	What are we currently doing well?	What can we do to improve in this area?
<p>Review</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>Reinforce</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>Realign</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		
<p>Renew</p> <p>Very Weak 1 -- 2 -- 3 -- 4 -- 5 Very Strong</p>		



Team Transition

Team Discussion on REVIEW

Your team will benefit from holding regular review sessions. Use the questions below to guide your team discussion and build your team's readiness to handle change and transition.

Team Discussion

- Do we take time on a regular basis to review and discuss the team's identity?
- Do we take time on a regular basis to review and discuss the team's results?
- Do we effectively use the team SCOREBOARD concept to help us review team success?
- Do we take time on a regular basis to review and discuss the team's key processes and standards?
- What can we do as a team to more effectively REVIEW our progress?

Notes:



Team Transition

Team Discussion on REINFORCE

Your team will become stronger and more resilient as you reinforce the critical work of the team. Use the questions below to guide your team discussion, recognize what is going well, and identify areas for improvement.

Team Discussion

- Do we recognize and celebrate both team and individual successes?
- Do we look for ways to standardize the things that are working well?
- Do we continually look for ways to improve the team process?
- Do we identify the team's weak points and make them stronger?
- Do we take time to build the team's readiness and resilience for change?
- What can we do as a team to more effectively REINFORCE the team's ability to manage change?
- What can we do as a team to more effectively REINFORCE the team's ongoing success?

Notes:



Team Transition

Team Discussion on REALIGN

Team transition is often necessary because priorities shift. In addition, experience will teach your team that certain approaches and methods are more effective than others. Use the questions below to guide your team discussion on realignment.

Team Discussion

- Do we stay current on issues and trends that could impact our team?
- Are the goals of our team still relevant?
- Are our decisions, actions, and daily practices still aligned with what matters most?
- What adjustments do we need to make to better align to our vision?
- What adjustments do we need to make to our goals?
- What adjustments do we need to make to our roles?
- What changes are occurring to our team that will require changes in how we operate individually?
- As a team, what do we need to START, STOP, and CONTINUE doing?

Notes:



Team Transition

Team Discussion on RENEW

Team transition requires renewing team commitment and energy to what matters most. Use the questions below to guide your team discussion to regain commitment, energy, and focus on what matters most to the team.

Team Discussion

- Is our purpose as a team still clear and compelling?
- Do we feel that we still provide value as a team?
- Do we have adequate support and acknowledgement?
- Are we jointly committed to our team's purpose, people, priorities, parameters, processes, and progress as a team?
- Do we have the necessary focus and energy to continue?
- What type of support and cooperation do we need to sustain our focus and commitment?
- What can we do as a team to more effectively RENEW our focus and commitment to team success?

Notes:



Team Transition

Team Implementation Plan

GOAL

Date:

Current Practice (Status)	Desired Practice (Vision-Goal)
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PLAN

DO

Action	Completion
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CHECK

On track? Lessons learned? Obstacles? Opportunities?

ACT & STANDARDIZE

Adjustments? Corrections? Standardize.