

June, 2005 - You're In Charge - NOW What?

No matter what profession you are in or what level you have achieved, when you make a career move to a new job or to a higher position on the organization chart, you need to get off to a great start. But before you begin - you need an agenda. What will you do and how can you take advantage of this honeymoon period to build a solid foundation necessary to achieve your long-term goals?

You're In Charge - NOW What? by T. J. Neff and J. M. Citrin, presents a detailed plan for the first hundred days to help leaders maximize their professional success by building a sound foundation when they assume greater responsibilities. The authors studied more than a hundred of the most visible leadership transitions over the past five years with a special focus on more than 50 chief executives who took the job within the past three years.

The research is presented by way of first-hand stories of many CEOs in the spotlight today. These stories relate the successes and failures, but most of all, the lessons learned during their first hundred days in charge. If you are about to start a new leadership role or move someone into a new leadership position, the valuable advice and practical suggestions these CEOs offer will be of great help. The key actions recommended in the book include:

- As much advance preparation as possible before the hundred days kick-off.
- Establishing and aligning everyone's expectations by listening exceptionally well and communicating what you expect of yourself and the organization.
- Shaping and building your leadership group into a true team.
- Developing a strategic agenda that establishes some fundamental principles and goals.
- Starting to transform the corporate culture.
- Establishing a productive working relationship with your boss.
- Implementing your agenda with effective communications.