

New Leader Assimilation

Leaders of in-tact or cross-functional teams have one opportunity to make the right first impression - especially if the team is large, works out of different locations, has an “elephant in the room” or difficult issues. It is important to consider the right strategy and approach to conducting these first meetings.

Evergreen Learning Solutions (ELS) has the experience and the process to design a meeting to introduce the team leader, share high-level information, and provide the team members with an opportunity to get to know the team leader both professionally and personally. Multiple meetings are encouraged for a large team or with a concentration of team members in different locations.

Assimilation Process

Following some general introductions, we encourage the team leader to tell the story of his/her journey, from hometown to education to work experience. We also encourage the team leader to share photos to help communicate interests, hobbies, and/or volunteer work in order to create personal connections with the team members. In addition, the team leader can explain his/her workstyle and leadership style, allowing for a high-level Q&A period to evolve.

For situations where the team has low levels of trust with the leader, is in disarray or has existing issues, we conduct an activity whereby the team leader leaves the room and anonymous questions are collected from the team members. A proven process is followed, which enables a productive, proactive, and methodical collection of questions and concerns to be raised by the team. At the designated time, the team leader returns to the room to review the topics and questions in a safe, facilitated conversation. It is made very clear that the team leader will answer to the best of his/her ability at that moment. A “Parking Lot” flip chart is created to capture any open or unanswered items.

During the ensuing conversation, key discussion points and any commitments are carefully documented as next steps and follow-up items. This process enables the new leader to get to know a little bit about their team and learn about challenges and concerns as well as things that are working well. It also provides a first-hand preview of the team climate and culture. Team members learn about their new leader in a safe, non-threatening environment. From this first session we typically see one-on-one and sub-group sessions evolve with the team leader.

Contact Us

To discuss a new leader assimilation program that will work within your organization, contact:

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