|  | CHECKLIST On-Boarding New Manager Co-leads |
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|  | PURPOSE  To accelerate the working relationship-building process between the new manager/leader and team, creating early wins, establishing a foundation of clear goals for moving forward.  When to Use  Use this tool when the team is joined by a new manager Co-lead.  Who Uses  Co-leads.  How to Use  Follow the instructions on the tool to help the team prepare for a new Manager Co-lead and to help ensure smooth transition of this new manager Co-leader. |
|  | |  |  | | --- | --- | | On-Boarding New Unit-Based Co-lead | | | Name: |  | | Date Joining Team: |  | | Initial Orientation Meeting Date/Time: |  | | Initial Orientation Completed By: |  |  | Topics to Be Covered by Current Co-Lead and Sponsors | | --- | | **Roles of the Co-Leads** | |  | | **Who are the Team Members** | |  | | **Roles of the Team Members** | |  | | **Roles of the Sponsors** | |  | | **Context for Why We Have A UBT** | |  | | **Strategic Team Goals That Tie to Regional Goals** | |  | | **Current Performance Improvement Projects** | |  | | **Training Requirements and Time Line for Training** | |  | | **UBT Meeting Schedule and Next Meeting Date** | |  |  |  | | --- | | Topics to Be Covered by Current Co-Lead and Sponsors | | **Co-Lead Working Agreements (to Be Made When New Co-Lead Joins the Team)** | |  | | **Co-Lead Working Styles Assessment** | |  | | **Co-Lead Meeting Schedule** | |  | |