



ICPT transition

16/18

A wide-angle, high-angle photograph of a city skyline, likely New York City, showing a dense cluster of skyscrapers. In the foreground, a man with red hair and a dark shirt is walking on a tightrope suspended between two very tall, modern skyscrapers. The perspective is from above, looking down at the city streets and buildings. The sky is clear and blue.

*Disclaimer: This document was inspired on the  
inputs gathered in ATCOM NPM, by LCP  
Commission of 1617*

# Why & When Transition?

## Why?

- To ensure **continuity of operations** in the organisation
- Preparation to leadership role, functional role and cross functional synergies for LCP elect.
- To ensure **smooth shift in leadership** by focusing on the last 90 days of the term and the first 90 days of the next term
- To emotionally support the LCP elect throughout the process of leadership change

## When?

Transition should start **as soon as possible** after there's a successor. That way you can assure a smooth take over and a proper knowledge transfer.

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before starting Transition meetings :)

How to Be



# Behaviours to Exercise

## For LCP Current:

- Approachable
- Open to new ideas
- Proactive
- Being honest and vulnerable
- Open to giving freedom to successor whenever and wherever required
- Well planned

## For LCP Elect:

- Being receptive
- Patience
- Put thought into asking the right kind of questions
- Optimism & positivity
- Letting go
- Filtering information according to need

the loop



# The LCPD

Governance & Accountability

Information & Knowledge Bridge

Management

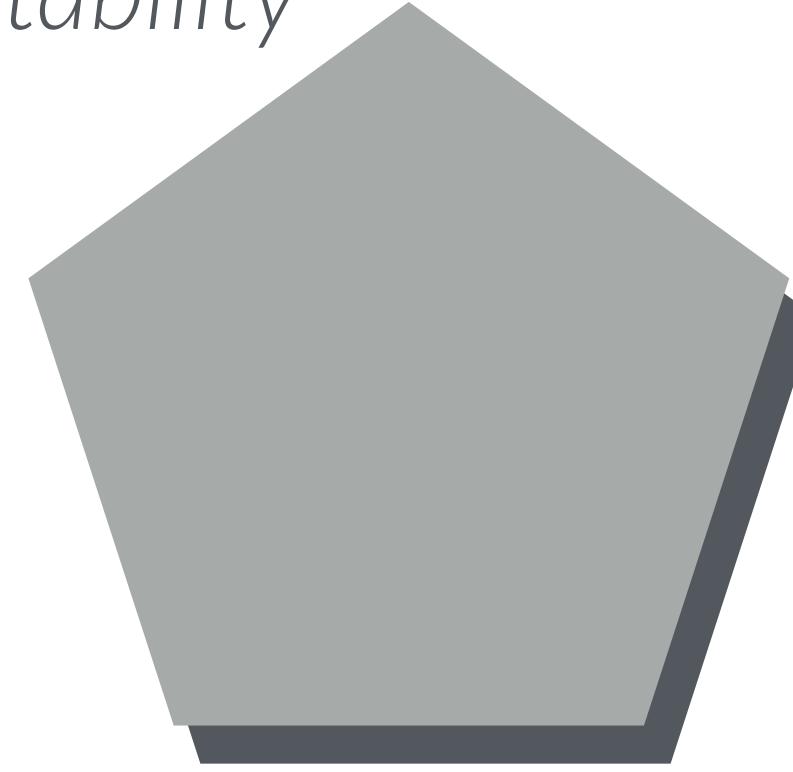
Leadership

Representation - National & International

LCPT Transition <sup>16/18</sup>

# The LCPJO

Governance &  
Accountability



When it comes to Governance, the role of the LCP doesn't just remain restricted to the Local Committee, but also extends to the network

**Governance**

**LC**

**Network**

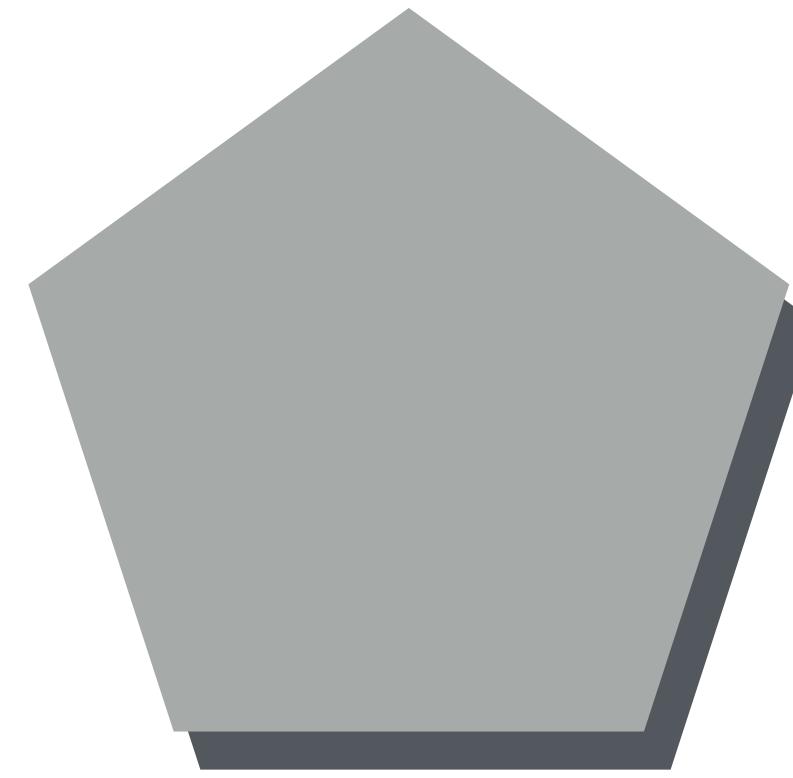
Things about LCP-MC relationship, LCP-Focus relationship, and the LCP's responsibility towards the network, that your successor needs to know.

Accountability towards the Local Committee

## **Governance & Accountability:**

- Accountability to, and communication with the AIESEC Turkey Member Committee: Talk about communication channels/touch points with the MCP, Commission MCVPs, LC Coaches + Auditing process
- Accountability to the Focus Commission of AIESEC Turkey: Talk about Sub Committees, their role, the Legislation process & its importance
- Presence at National Meetings: Namely, the National Presidents' Meetings and all the National/Regional Conferences. Also cover the significance of each of these conferences for the network & your LC
- Communication and Implementation of the AIESEC Turkey Compendium at the local level

# The LCPJO



Management

Things about the Organisational Subsystems that your successor must know +  
other aspects of the LC that need to be managed

## ***Management of the organisational subsystems:***

### **Exchange**

Analysing the LC's exchange trends, XPP understanding, feed forward for the next year

### **Organisational Strategies**

What OS's have been used in the past, what worked, what didn't + what OS makes sense for 1718 strategy

### **Finance**

Financial Management & sustainability. LCP/LCVP F relationship as Business Partners

### **HR**

Management of the LC's talent to drive growth across all products that the LC is running.  
EB+TL+TM Management

### **IM**

Importance of Information Management + how it has been done + handing over all the past information to the elect

## *Management of additional aspects:*

### **Partnerships**

The kind of external touch points the LC should be creating and maintaining, to sustain and improve operations

### **Synergies**

How the LCP can effectively drive a behaviour and culture where functions strictly fulfil product needs

### **Board**

How board can act as a key catalyst in building credibility, initiating value based partnerships & increasing organisational intelligence

### **CX**

The LCPs role in improving the Customer Experience

# The LCPJO



Representation

**Representation**

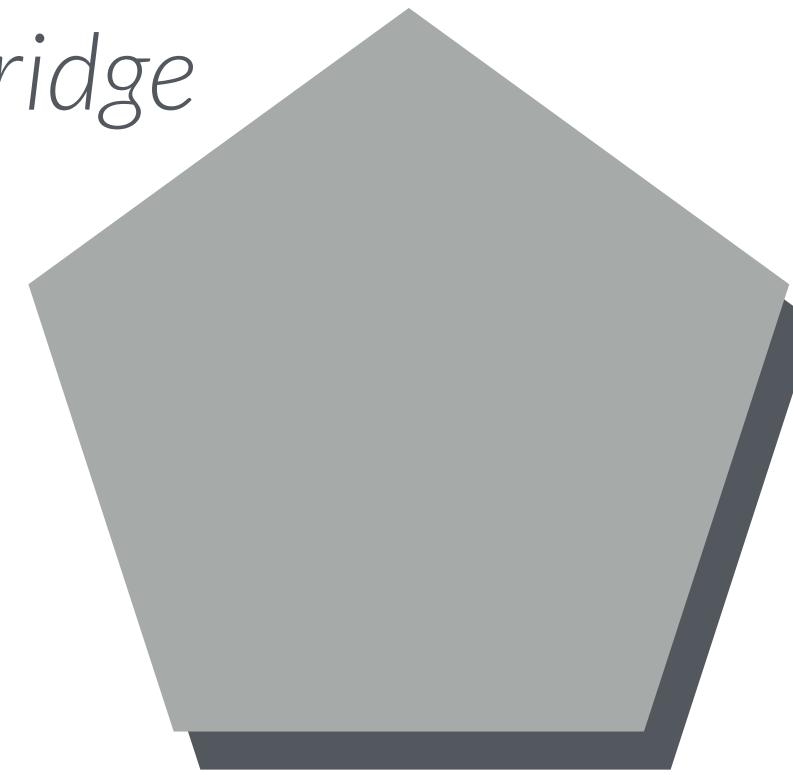
**Internal**

**External**

LCP Representation can be broadly categorised into 2:  
**Internal**, which is within the network of AIESEC Turkey and AIESEC.  
**External** representation is the LCP's role as a representative of AIESEC & the LC towards various external stakeholders like clients, board etc.

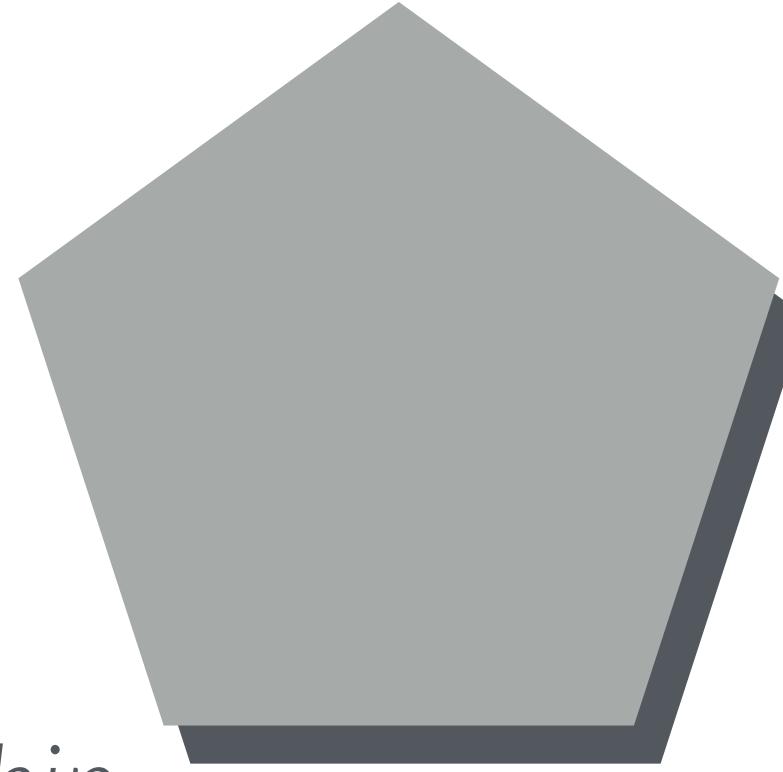
# The LCP20

Information &  
knowledge bridge



Highlight the role of the LCP when it comes to the LC's communication with the following:  
Member Committee, Executive Body, Management Body, General Body, Externals

# The LCP20



Leadership

**Leadership**

**Vision**

**Direction**

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# The ICP Role



# The LCP Role

## **The LCP's Way of Being:**

- Individual Strengths: How to use them to advantage in the term
- Individual Weaknesses: How to work on them
- Setting personal goals for the year: How to manage personal priorities with the LCP Role
- EB Management: Managing the softer aspects, helping the EB create and manage their personal goals along with their job role
- EB Management: Building the team culture, striving for the same vision and being on the same page as a team
- LCP's messages for the LC in 2017: What are the key messages that the LCP has for the LC in 2017? How will he/she drive them down? How will the LC drive the same message across the National network?

# The LCP Role

## LCP 1617 - Experience Sharing:

- Use this space to share your month-by-month experience of leading and managing the Local Committee
- Also cover the Team Stages, with the kind of things you felt through each stage, and how you managed everything

**By the end of this space:** your successor should be able to figure out the things to be taken care of in every month, and not repeat any mistakes that you might have done in 2016

# The LCP Role

These are some skills that your successors need to start their term with. During the transition process, you need to help them to develop these skills.

## LEADERSHIP SKILLS

### PERSONAL

Focus &  
prioritisation

Fast Learning

Time  
Management

Personal  
Management

Stress  
Management

Self Assessment

### INTERPERSONAL

Effective  
Communication

Active Listening

Story Telling &  
Facilitation

Hosting Spaces  
& Mentoring

# The LCP Role

A LCP is a leader more than a manager.

TOPIC	MANAGER	LEADER
<b>Focus</b>	Managing work	Leading people
<b>Role</b>	Stability	Change
<b>Decisions</b>	Makes them	Facilitates them
<b>Vision</b>	Short-term	Next generations
<b>Culture</b>	Endorses	Shapes
<b>Action</b>	Reactive	Proactive
<b>Risks</b>	Minimises	Takes them
<b>Direction</b>	Keeps status quo	Challenges status quo

# Managing the Transition



# Managing the Transition

## Do's

1. Plan the process in a way that your successor gets good time for his/her work related to the current portfolio
2. Be a support system for your successor when it comes to managing portfolio work + transition

## Don'ts

1. Overload your successor with information. Take it slow, please.
2. Assign tasks to your successor that actually you are supposed to be doing
3. Be intimidated by the process of transition

# Managing the Transition

## Which profiles should you look for in the EB 1718?

**Disclaimer:** This is not concerning EB Structure. In ATEMCO we will present you the recommended EB Structure.

### iGT

Data analysis  
Customer Orientation  
Case-Solving  
Personal Effectiveness  
Sales  
CRM Management  
English Language (min. B2)  
Effective communication  
Time Management  
Fast-Learning  
Growth Mindset  
Synergy Mindset  
Perseverance  
Professional Looking

### oGT

Data analysis  
Customer Orientation  
Case-Solving  
Personal Effectiveness  
Sales  
Professional Looking  
English Language (min. B2)  
Effective communication  
Time Management  
Fast-Learning  
Growth Mindset  
Synergy Mindset  
Perseverance

### oGV

Data analysis  
Result-Oriented  
Customer Orientation  
Personal Effectiveness  
Sales  
English Language (min. B2)  
Effective communication  
Time Management  
Fast-Learning  
Perseverance

### iGV

Data analysis  
Planning & Tracking  
Customer Orientation  
Case-Solving  
Creativity  
Personal Effectiveness  
Sales  
CRM Management  
English Language (min. B2)  
Effective communication  
Time Management  
Fast-Learning  
Perseverance

# Managing the Transition

## Which profiles should you look for in the EB 1718?

**Disclaimer:** This is not concerning EB Structure. In ATEMCO we will present you the recommended EB Structure.

### MKT

Critical Thinking  
Analytical Skills  
Technical Skills  
Visual Skills (Keynote, Photoshop, Adobe, ...)  
Email Marketing  
Event Planning  
Graphic Design  
LEAD nurturing  
Public Relations  
Mobile Strategy  
Social Media  
Sales

### TM/HR

Strategic Thinking  
Previous exchange positions  
Effective Communication  
Implementation skills  
English Language (min. B2)  
Planning & Tracking  
Leadership skills  
Analytical Thinking  
Synergy Mindset  
Organisation & Multitasking  
Negotiation  
Dual Focus  
Conflict Management  
Change Management

### FIN

Interpersonal skills  
Communication skills  
Financial Reporting  
Analytical thinking  
Problem-Solving skills  
Risk-Management  
Management experience  
Innovation  
Solution-Orientation  
Seriousness  
Trustworthy person

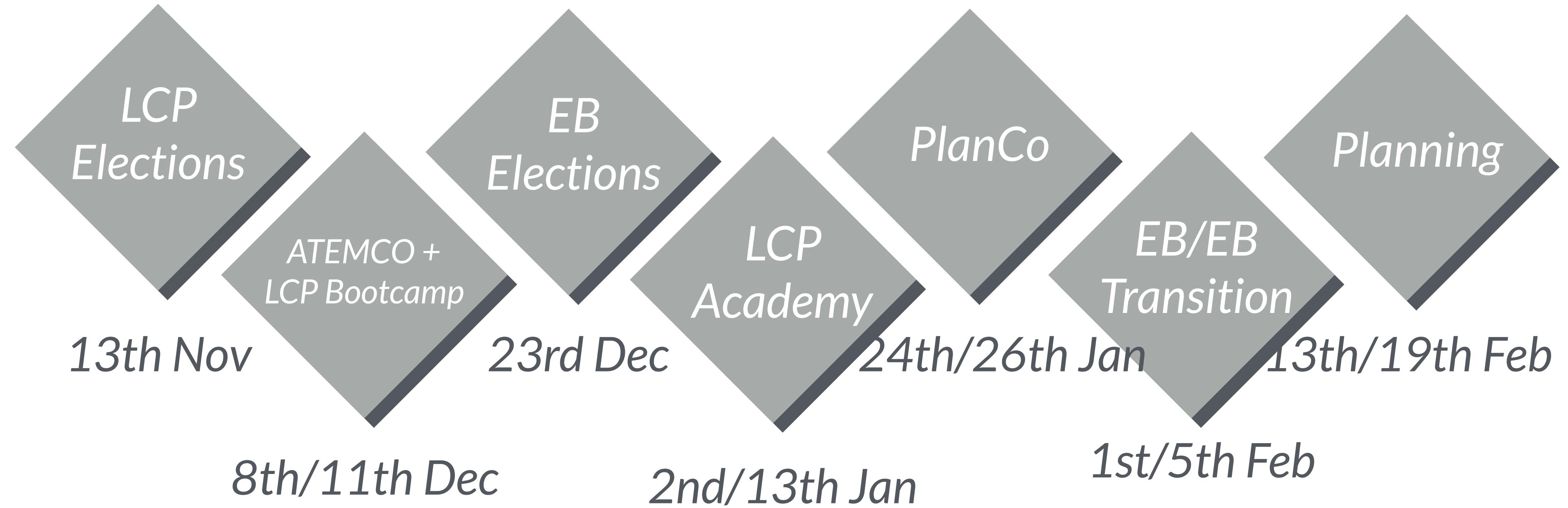
### BD

Interpersonal Skills  
Collaboration skills  
Negotiation  
Project Management  
Research & Strategy  
CRM Management  
Sales  
Business Intelligence  
English Language (min. B2)  
Synergy Minset  
Professional Looking

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# National Timeline



# The LCP Role

## ATEMCO LCP Bootcamp Content:

**Disclaimer:** The agenda may change until the conference.

TOPIC	DELEGATES	TOPIC	DELEGATES	TOPIC	DELEGATES
MC/LCP Togetherness	LCPe/LCPc	My LC Culture	LCPe/LCPc	Change Management	LCPe/LCPc
1617 Leadership Evaluation	LCPc	Transition 101	LCPc	LEAD	LCPe/LCPc
My LCP Experience	LCPc	OD Corner	LCPe	Managing the election	LCPc
LCP Role & My Leadership	LCPe	I am Leader of the exchangers	LCPe		
		EB Selection & Structures	LCPe/LCPc		

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# The LCP Role

## LCP Academy (virtual education facilitated by MC Wave):

2nd to 11th January 2017, always at 6pm. **Open to improvements.**

TOPIC	WHEN	TOPIC	WHEN	TOPIC	WHEN
National & International Representation	2nd January	LC Culture	5th January	MCP/LCP Commission	10th January
Becoming a Team	3rd January	Local Conferences	6th January	Information Management	11th January
Finance & Legalities	4th January	1718 @Turkey Direction	7th January	Define mission & Strategy	12th January
		LC Growth - MC Alignment	9th January	Selection & Allocation	13th January

LCP Transition <sup>16/18</sup>

# The LCP Role

## Planning your Timeline:

Stuff to cover before the Bootcamp:

- Organisational Context
- Governance & Accountability
- Leadership Aspects

Stuff to cover/recap after the Bootcamp:

- Management
- Leadership Aspects

Things to go through





Things to go through

**Check the Transition Mastersheet below:**

Click [here](#).



LCPT transition <sup>16/18</sup>

A wide-angle, high-angle shot of a city skyline, likely New York City, viewed from between two tall skyscrapers. A man in a dark shirt and pants is walking on a tightrope that stretches across the gap between the two buildings. The city below is filled with numerous skyscrapers, streets, and clouds of steam or smoke rising from various points. The perspective is from a high vantage point, looking down at the city.

*For any questions, please contact MCVP TM,  
Rita Azevedo.*

