

EXECUTIVE BOARD TRANSITION

HOW TO DO IT & WHY SHOULD I CARE?

1.

WHY IS TRANSITION IMPORTANT?

TRANSITION:

IS A PROCESS OF ENSURING SUSTAINABILITY THROUGH LEADERSHIP

“87% of HR professionals strongly agreed that transitions into significant new roles are the most challenging time in the professional lives of managers.”

“70% strongly agreed that “success or failure during the transition period is a strong predictor of overall success and failure in the job.”

A GOOD TRANSITION:

IS NO LONGER OPTIONAL.

It is our responsibility to give transition. A lack of transition can waste an entire year's effort.

2.

**OKAY! HOW CAN I DO
TRANSITION?**

WHAT IS THE LEGACY YOU WANT TO LEAVE FOR YOUR LC?



KNOWLEDGE



ATTITUDE



SKILL

**TEAM TRANSITION
(ME & MY TEAM)**

**INDIVIDUAL
TRANSITION (ME &
MYSELF)**

**FUNCTIONAL
TRANSITION (ME &
AIESEC)**

**SOCIETAL
TRANSITION (ME &
THE WORLD)**

WHAT IS THE LEGACY YOU WANT TO LEAVE FOR YOUR LC?



What is the knowledge that needs to be transitioned?

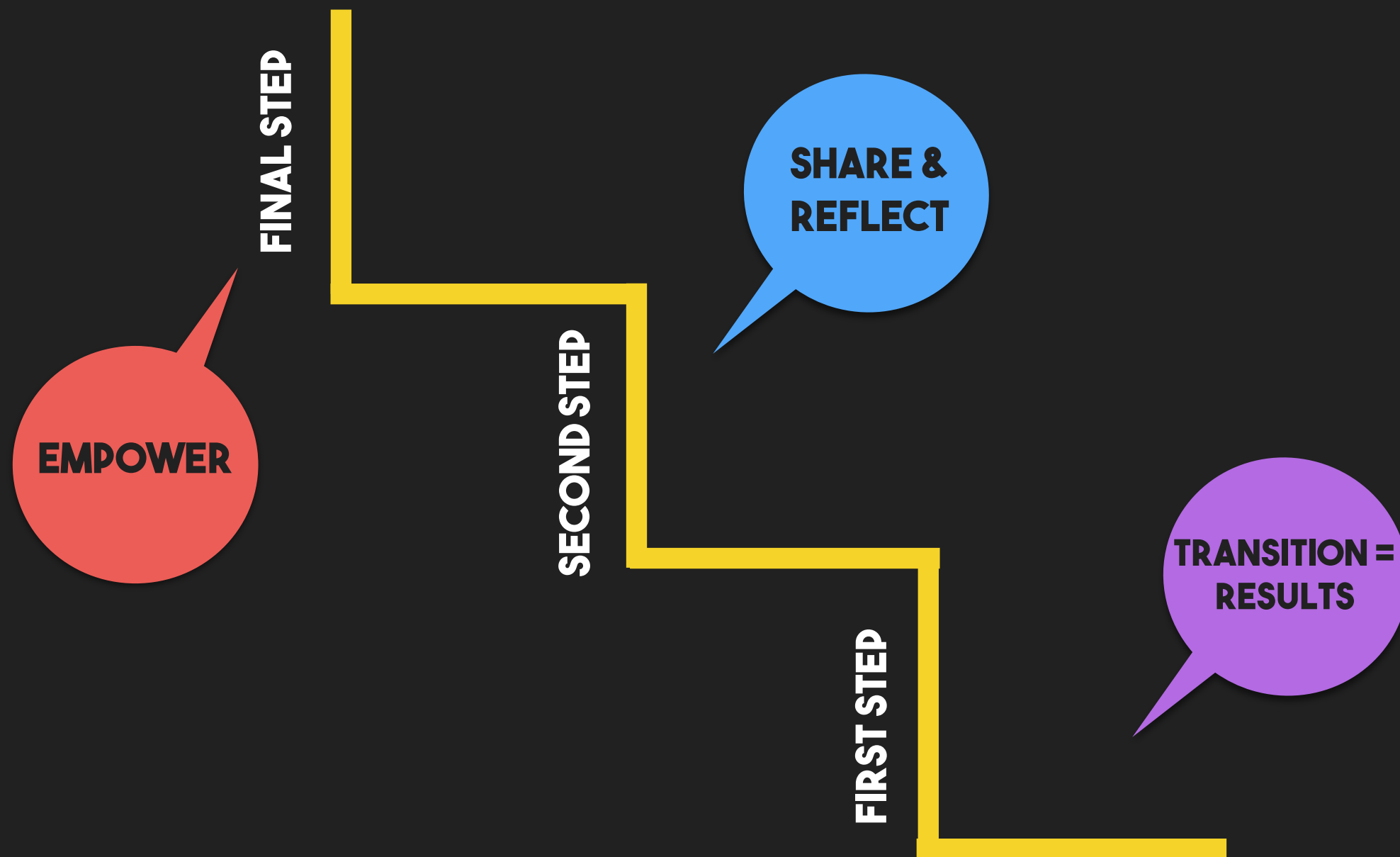


What are the skills that need to be transitioned?



Which attitudes need to be transitioned?

PRINCIPLES OF EB TRANSITION



TRANSITION =
RESULTS

1ST PRINCIPLE OF EB TRANSITION

*The best transition you can give to your successor is the delivery of your promises. Don't just talk about "how you wanted to grow oGV or you wanted to have more team days". Use the last months you have to **deliver** and **show** your elects.*

2ND PRINCIPLE OF EB TRANSITION

*Elects will either carry your legacy forward through your transition in actions, or they will **learn from your mistakes**. This it is important for you to share and reflect based on the learnings, successes, failures, mistakes and changes within your team.*

3RD PRINCIPLE OF EB TRANSITION

*The final principle is **empower**. Don't be afraid to share what you believe should be the vision for the function/ LC/Leader/people next year. And don't be afraid to give your successor feedback. In the end, your successor will lead the organisation in the way that want to lead, but at least they will do so in mind with what you believe to be the right path as well. **Empower your successor through knowledge and feedback.***

HOW?

1. **READ** through the transition guideline and ensure you understand everything.
2. Share calendar with elect, **SCHEDULE** transition times using time allocations in agenda.
3. **PREPARE** for transition through making engaging sessions, preparing transition project and reading the transition wiki in Knowledge HUB.

HOW?

4. **DELIVER** sessions with 100% effort.
5. Record **FEEDBACK** about your term so that your successor can build off of you.

3.

EB-2-EB TRANSITION

**TEAM TRANSITION
(ME & MY TEAM)**

WHY?

This is to transition the team experience to the elects and give valuable team lessons. This also will include providing an “output” of the team success & failures for the year & legacy items.

HOW?

An “EB weekend” is suggested, where the current and elect EB go away for planning & transition.

EB-2-EB TRANSITION: AGENDA

Date		Day 1	Day 2	Date	
Agenda				Agenda	
8:00	8:30	Breakfast	Breakfast	8:00	8:30
8:30	9:00			8:30	9:00
9:00	9:30	Committed to Leadership	Showcasing Impact	9:00	9:30
9:30	10:00			9:30	10:00
10:00	10:30		10:00	10:30	
10:30	11:00		10:30	11:00	
11:00	11:30		11:00	11:30	
11:30	12:00		11:30	12:00	
12:00	12:30	Lunch	Lunch	12:00	12:30
12:30	13:00			12:30	13:00
13:00	13:30	Personalities Team Building	Data Analysis iCX	13:00	13:30
13:30	14:00			13:30	14:00
14:00	14:30			14:00	14:30
14:30	15:00	Feedback	Data Analysis - Support Areas	14:30	15:00
15:00	15:30		15:00	15:30	
15:30	16:00	Team Development Model	Building a Culture of Excellence	15:30	16:00
16:00	16:30		16:00	16:30	
16:30	17:00		16:30	17:00	
17:00	17:30	Trust Building	Success & Failure	17:00	17:30
17:30	18:00			17:30	18:00
18:00	18:30	18:00		18:30	
18:30	19:00	18:30		19:00	
19:00	19:30	19:00		19:30	
19:30	20:00	19:30		20:00	
20:00	20:30	Dinner	Dinner	20:00	20:30
20:30	21:00			20:30	21:00
21:00	21:30	Bonding Activities	Bonding Activities	21:00	21:30
21:30	22:00			21:30	22:00
22:00	22:30			22:00	22:30
22:30	23:00			22:30	23:00
23:00	23:30			23:00	23:30
23:30	00:00			23:30	00:00
Date		Day 1	Day 2	Date	
Agenda				Agenda	

EB-2-EB TRANSITION: DAY 1

OUTLINES					
Chapter	Session Name	Objectives	Content	Delivered by:	Global Learning Environment
Attitude	Committed to Leadership	1. I understand the relevance of AIESEC	Different hats	Entire EB 1617	Learning Circles & Conferences & Seminars
			Inner & Outer Journey		
			Relevance of AIESEC		
		2. I am not a manager, I have different hats - leadership hat, manager hat, team player hat, etc...	Committed to developing leadership within their membership		
			Driving Operations		
			Individual & Team Legacy		
Knowledge	Personalities Team Building	1. Undergo 16 personalities analysis & team building activity so that team members understand more about each other	Committed to leadership	Entire EB 1617	Learning Circles & Conferences & Seminars
			16 personalities test		
			Team Development Model		
		2. Learn about how to give feedback to each other	Feedback		
			Create team plan		
			3. Learn about current & elect team dynamics and what that means		
Skills	Feedback	1. How to give effective feedback	Active listening & Feedback Model	LCP & LCVP TM	Learning Circles & Conferences & Seminars
		2. Active listening skills			
		3. Feedback & Listening Models			
Knowledge	Team Development Model	1. What is team management?	Team Development Model	LCP 1617	Conferences & Seminars
		2. How do teams change & evolve?	Team Management Timeline		
		3. What is the team development timeline?	Suggested action steps to take for team management		
		4. What is my role as a leader in the team?	Self reflection on key things that make you angry in a team		
Skills	Trust Building/ Walk the Talk	1. Explore the meaning of responsibility, commitment & demonstrating integrity	Emotional Bank Account	LCP 1617	Learning Circles & Conferences & Seminars
			Run the Bank account for the EB - allow them to share		
		2. How to build trust - understand that trust comes from transparency, clear goal setting, self leadership, feedback, etc	Importance of Check In		
			Why is trust building important?		
		3. Understand the emotional bank account & how to use it	Trust comes from displaying behaviours		
			Link trust building to team development model		

EB-2-EB TRANSITION: DAY 2

Knowledge	Showcasing Impact	1. Current EB Team to showcase the impact of their term	Financial Report	Entire EB 1617	Conferences & Seminars (Nice comfortable environment)
			Key Successes & Failures		
			Overview of term		
		2. Current EB Team to share the failures & successes of their term	Names of EB Team, function, etc...		
		3. Ensure that documentation is prepared for future needs	Appreciation to key people, picture gallery, etc...		
Knowledge	Data Analysis	1. Current EB Team to provide data analysis (more in depth than impact report) with key analysis about the term and key realisations.	Financial Report	Entire EB 1617	Conferences & Seminars
			Functional Report		
			Exchange Report		
			Local Committee Status		
			CRM Data Analysis		
			Talent Capacity Data Analysis		
Knowledge	Building a Culture of Excellence	1. What is the culture of the LC at the moment?	EB current shares the current culture	Entire EB 1617	Learning Circles & Conferences & Seminars
			EB current shares potential cultural changes needed		
		2. How to build a culture?	Value-based culture understanding		
		3. Value-Based Culture	How to build culture of excellence		
Skills	Coaching Skills	1. Create an EB Team coaching culture	Situational leadership	LCP & LCVP TM	Conferences & Seminars
		2. EB Elect has tangible skills related to development & coaching	Importance of coaching		
		3. Understand situational leadership model	Create team plan		
Attitude	Success & Failure	1. Elect understands the successes & failures of the current term	Have an honest discussion about your failures as a VP and how your elect can learn from your mistakes	Entire EB 1617	Learning Circles & Conferences & Seminars
		2. Has an understanding of how to maintain success			
		3. Understands the mistakes and how to ensure they don't happen again			

4.

INDIVIDUAL TRANSITION: ME & MYSELF

Please ensure that you are guiding your successor through this transition process through intense inner journey sharing & reflection & discussions. Please check the agenda about how you can deliver these sessions properly.

Topic	Objectives	Content	Delivered By	Global Learning Environment
Self-Awareness	1. Current can give feedback at the beginning of transition concerning their current performance and election performance. Have discussions about personal strenghts & weaknesses.	Strenghts & Weaknesses, both current & elect share and be vulnerable to build trust, make basic goals for transition process	Current VP	Individual Discovery & Reflection
The 90 Days Plan	1. Adopt 90 days strategies: preparation, learning, strategy, early wins, alignment, build your team, create alliances, personal disciplines and support system.	What are the key personal goals I should set for myself within the first 90 days. How can I establish myself in this new environment within the first 90 days of my term.	Current VP	Mentoring
Personal Effectiveness	1. Time Management, Space Management, Meeting Management, Efficiency vs effectiveness	Strategies to improving time management & productivity. Being busy is not the same as being active.	Individuals within the current team who are strong in productivity	Learning Circle
Personal Goal Setting: I am Ready	1. What are the goals I want to achieve within this transition period? What do I want to achieve at the end of my experience? What is my legacy? What is my personal development legacy?	Personal Goal Setting, 5 Year Plan, SMART Goals	Current VP	Individual Discovery & Reflection
Growth Mindset: Feedback + Strenghts & Weaknesses	1. The difference between fixed & growth mindset. Feedback on strenghts & weaknesses. How they were capitalised off during transition & feedback/advice for the future	To be given at the end of the transition	Current VP	Individual Discovery & Reflection

5.

SOCIETAL TRANSITION: ME & THE WORLD

LEAD: Me & the world is the focus for this section. This is to ensure your successor understands the relevance of what they are doing for the world.

Topic	Objectives	Content	Delivered By	Global Learning Environment
The Leadership the World Needs	Research about current issues affecting Turkey and discuss about the leadership the world needs.	This session is best if you have hard data to back up your session. Or if the session is presented by an external (working in a NGO in Turkey)	Current LCP or external	Learning Circle
My Leadership Stand	What is your leadership stand? Authenticity. Why do you want to be a leader? Discover powerful moments.	What are my values, etc. What are the possibilities.	Current LCP or external	Individual Discovery & Reflection

6.

FUNCTIONAL

TRANSITION: ME & AIESEC

Check your Checklists here.

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7.

MENTORING MEETINGS & CO-MANAGEMENT

MENTORING MEETINGS

Mentoring Meetings

ENVIRONMENT

020

CONTENT



FACILITATION



STEP 1. Understand

Never dump anything that our customer don't need or don't want. Understand how does the EP want to develop? What kind of goals he/she has for the exchange? What is his/her LDA score? and then propose a plan where you can be of real help.



STEP 3. Practise

You will never become a good LEAD facilitator at home. Practise how you talk, how you stand, how you ask questions, how to host a space that is comfortable and filled with trust for your EP. You can practise with your fellow EP managers and many times, you will learn the best by interacting with your EPs.



STEP 2. Prepare

Be an expert in the defining elements. Understand them inside out, it's like being a chef, you know exactly how each ingredient taste like. It will be also helpful to understand how your EP learn the best, maybe he is visual learner, maybe she likes activity better. Based on this information, you can better map out your EP's leadership-development journey.



STEP 4. Listen & Improve

Your best teacher is your EP. Listen to what they really need, ask for feedback on how it can be better and constantly improve on your facilitation skill. As a facilitator, your job is never to just deliver on the content, it's about hosting a space where your EP can get the most of the experience. Therefore, EP's opinion is as important as yours.

We suggest at least 4 mentoring meetings: one for each LDM quality.

9.

EXECUTIVE BOARD ACADEMY: FOR ELECTS

EB ACADEMY – 9TH/20TH JANUARY

TOPIC	WHEN	CHANNEL
<i>Being oGV while striving for results</i>	<i>9th January, 7pm</i>	<i>Adobe Connect</i>
<i>The customer flow beyond value delivery</i>	<i>10th January, 7pm</i>	<i>Adobe Connect</i>
<i>OGX + Marketeers synergy</i>	<i>11th January, 7pm</i>	<i>Adobe Connect</i>
<i>ICX + Marketeers synergy</i>	<i>12th January, 7pm</i>	<i>Adobe Connect</i>
<i>Financial Management & Taxation</i>	<i>13th January, 7pm</i>	<i>Adobe Connect</i>
<i>Developing our Business</i>	<i>16th January, 7pm</i>	<i>Adobe Connect</i>
<i>Leading our city and social innovation</i>	<i>17th January, 7pm</i>	<i>Adobe Connect</i>
<i>Managing a team that achieves</i>	<i>18th January, 7pm</i>	<i>Adobe Connect</i>
<i>SDG Alignment in our operations</i>	<i>19th January, 7pm</i>	<i>Adobe Connect</i>
<i>LDM and LDA</i>	<i>20th January, 7pm</i>	<i>Adobe Connect</i>

10.

**SO, HOW WAS YOUR
TRANSITION LAST YEAR?**

*"I started
from
zero"*

*"I was lost
in the 1st
day of the
term"*

Transition

*"It took me
months of
my term to
understand
things"*

Trauma

Colon

*"It took me
months of
my term to
understand
things"*

*"I was
in"*

had

I DIDN'T GET A GOOD TRANSITION



I DIDN'T GIVE A GOOD TRANSITION

NOT ANYMORE.

BE THE VP TO CHANGE THE CYCLE.

Check everything here :)

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BE THE VP TO
CHANGE THE
CYCLE