

FIRST 100 DAYS CAPITALISER

**BIG CONGRATULATIONS ON
SECURING YOUR NEW
LEADERSHIP ROLE!**

IT'S NOW MORE IMPORTANT
THAN EVER TO APPROACH
YOUR NEW POSITION IN A
STRATEGIC, ORDERED WAY SO
THAT YOU ARE IN CONTROL
AND FEEL SELF-ASSURED,
CONFIDENT AND CREDIBLE.

Here's a checklist of what you need to consider if you're going to smash your first 100 days in your new job and be seen as a credible leader.

First 100 Days Capitaliser

CHECKLIST

This high level checklist based on the First 100 Days Capitaliser programme will help guide you to achieve and succeed in your first 100 days and beyond.

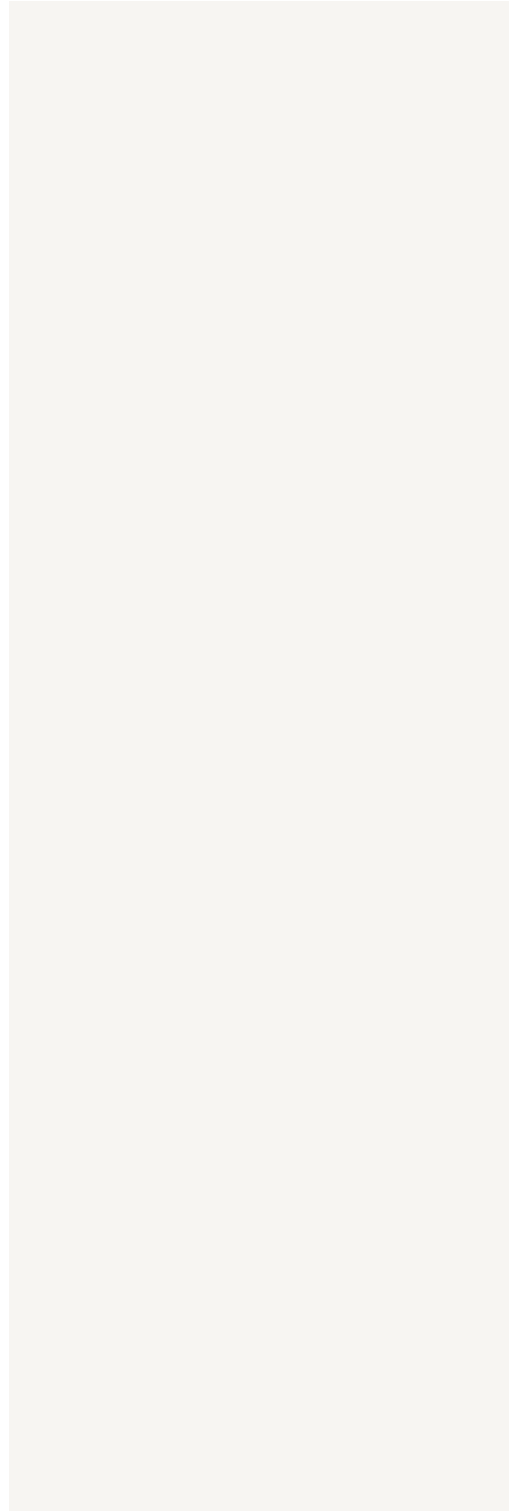
CAPITALISE

#PREP - SHIFT IN MINDSET

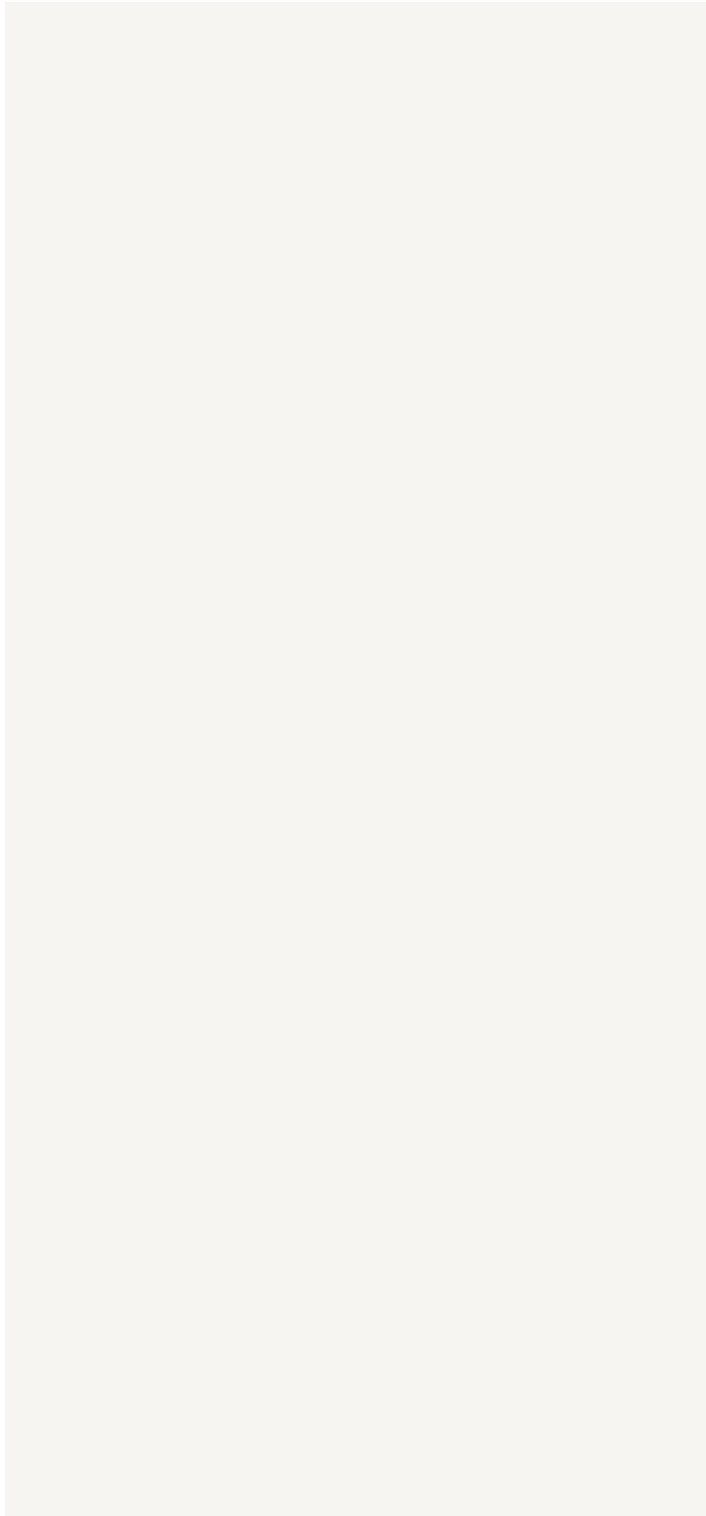
- Carry out a mini company diagnosis**, look at all aspects including an internal and external facing view - culture v ambition; team v gaps; what's the market position?
- Carry out a mini role diagnosis**, look at the job description, do an analysis of skills required to your actual expertise and see if any gaps need to be plugged.
- Carry out a mini 'you' diagnosis**, what type of leader do you want to be perceived as; what do you want to take with you to the new job and what hasn't best served you in the past and should be left behind?
- Your commitments**, from having carried out these simple steps, what commitments are you going to make and what actions do you need to take?

#FIRST30 - THE ACCELERATED LEARNER/ STRATEGIC FORMULATOR

- Your team**, will unlock a lot of insight for you but remember to be consistent in the questions you ask so you can be as objective as possible.
- Your boss**, will give you clear direction and remember he/she is one of the most important relationships you can have. What they're core objectives are will shape your approach and focus.
- Evolve your original company diagnosis** carry out an internal and external situational analysis, amend and hone what you've started already, now you're operating from within.

BRAINSTORM

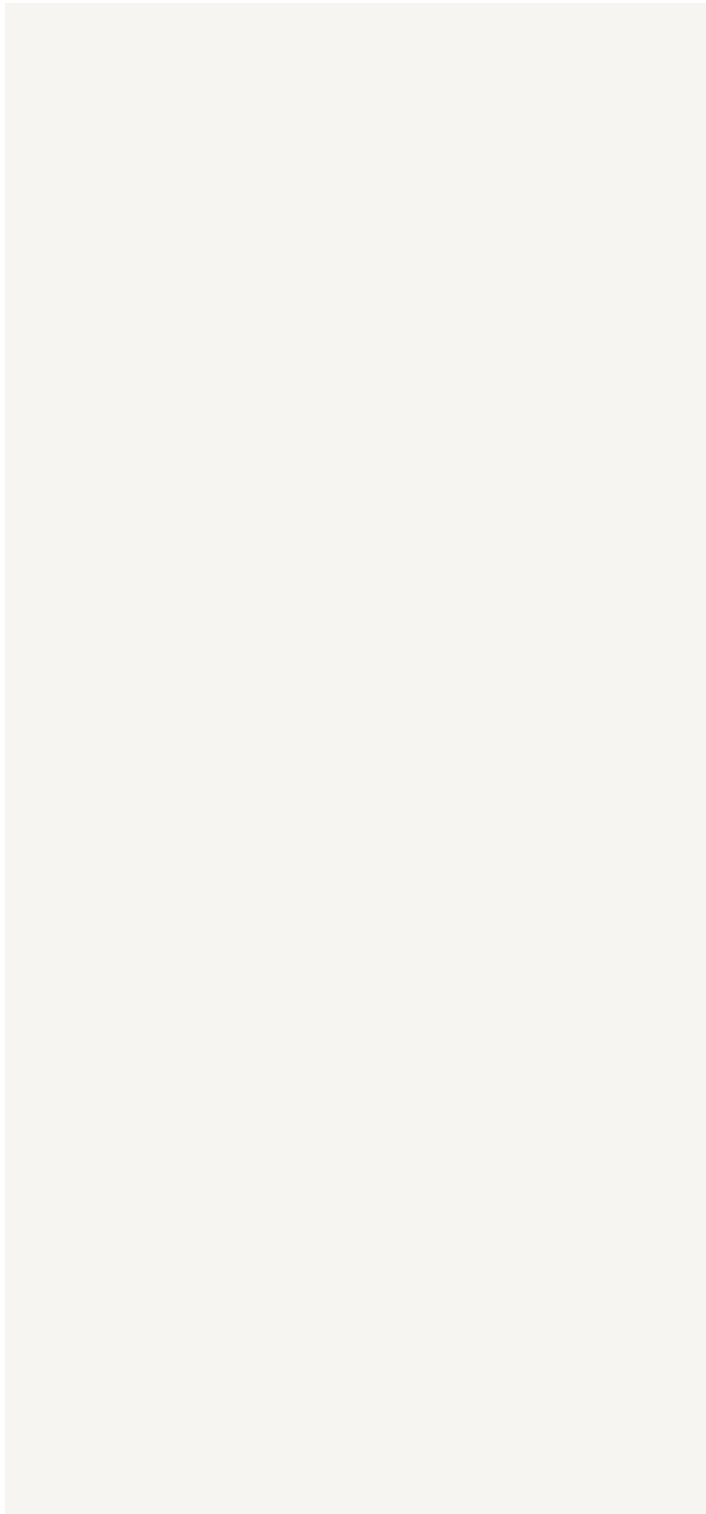
BRAINSTORM



- Review the Capitaliser exercises, action plan and critical success factors**, and reset and update where necessary. Consider what you could have done differently and what's going well. Align with boss.
- Stakeholder map status**, revisit this and ensure that each stakeholder is in the right quadrant and you're on track with your relationship building.
- Look at your key insights, mapped to core themes**, as this will help you to scope what your quick wins are.
- Quick win(s) delivery**, identify what they are and create a timeline and action plan.
- Start to scope your vision and strategy OR update your priorities** based on sphere of influence, what's in your control and your learnings to date.

Evaluate your team members, their capability, motivation levels and diverse strengths. To be successful, you'll have to have the right people doing the right roles.

BRAINSTORM

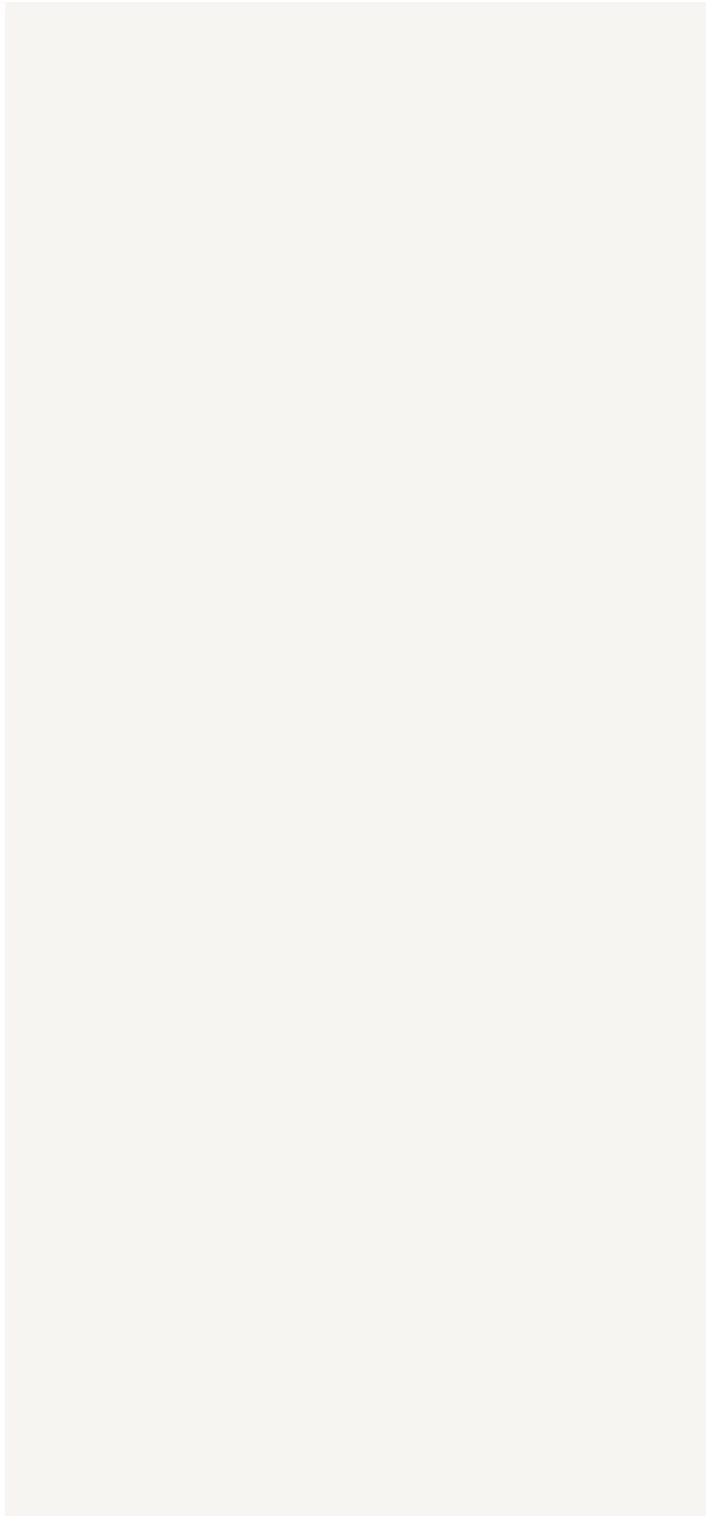


- Start your stakeholder map**, be strategic when it comes to your stakeholder network and approach.
- Check-in with yourself**, how are you feeling? Should you be doing more exercise, meditation, being more work/life balanced? Make a conscious effort to look after yourself during this time.
- Create a list of key possibilities and challenges**, from what you've learn and create some SMART goals to focus on over the next 30 days.
- Plot your 100 day action plan starter-for-ten**, and start to populate in #FIRST30, #FIRST60 and #FIRST100 timelines against core delivery areas.

#FIRST60 - THE STRATEGIC CAPITALISER

- Self-check, team-check**, take some time out to look back at your #prep and #30days, are you and your team on track, what are the highlights, positives, possibilities in forthcoming 30 days?

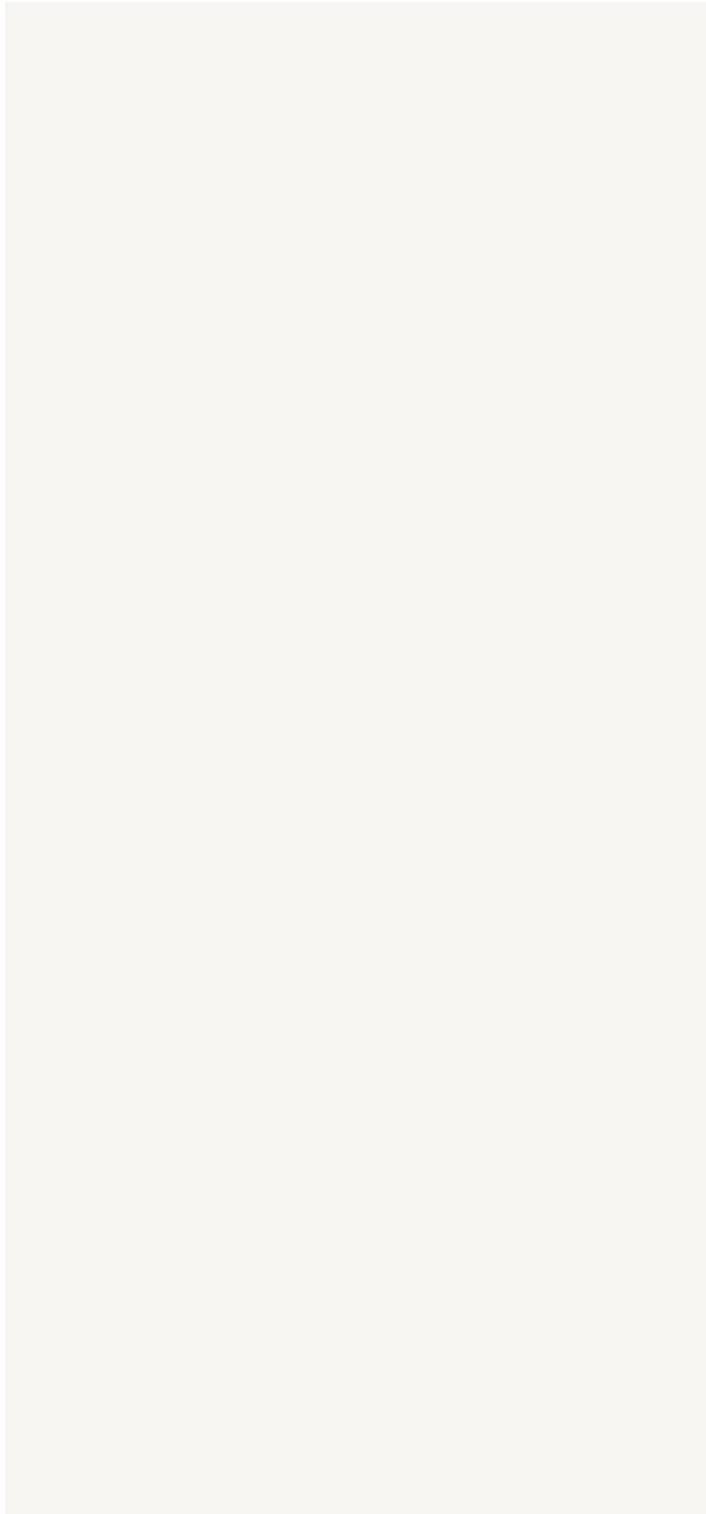
BRAINSTORM



#FIRST100 - THE STRATEGIC DELIVERER

- Review the Capitaliser exercises, evolve your action plan and critical success factors**, and reset and update where necessary. Consider what you could have done differently and what's going well. Align with your boss as part of this process.
- Analyse quick win success** and share with stakeholders and carry out some internal PR. Consider any other quick win possibilities.
- Build 60-75% of your strategy**, and to gain team commitment and different perspectives, hold a workshop to present it, evolve it and finalise it.
- Identify key stakeholders** to present to to gain strategy input and support and ultimately get sign off from on high.
- Engagement and comms approach and plan**, engage colleagues across the organisation (and externally if appropriate). Raise your profile and what you and your team are doing. Think carefully about the positioning.

BRAINSTORM



- Plan your 1-2 year vision,** agree with your boss, share with your team and create your 3, 6 and 1 year detailed plan.
- Re-evaluate team capability and set up** and do they align with the successful delivery of your 1-2 year vision.
- Give yourself a pat on the back and go out to celebrate!**

Testimonial

Following my internal promotion to Director – Regions a colleague recommended Joss as a First 100-day coach. My priorities for what I wanted to achieve in my first few months were clear, but I was getting lost in the operational aspects of the new job, not the strategic functions where I needed to be. I was also still being swallowed by my old job whilst recruitment was underway.

Joss was a breath of fresh air. She helped me plan, prioritise and set myself more challenging ambitions than I would have done on my own.

Joss held me to account. There was no escaping what I needed to do under her watchful eye! The impact has been clear, a strategy, plus delivery plan for the team, which has since been supported and signed off by ExCo.

The output of our sessions has also gained wider attention within the CBI membership and the offer of mentoring from the Chair of a FTSE 100 company has been made.

I couldn't recommend Joss more highly whether it be as a 100 day coach or more long term.

Deborah, Director, CBI

FIRST 100 DAYS CAPITALISER PROGRAMME

Hopefully you found the checklist helpful. It's a snapshot of what you get as part of signing up to the First 100 Days Capitaliser programme. You can find more information on capitalisepreformance.com/workingwithyou.

A FLAVOUR OF SOME OF THE TOOLS YOU'LL BE COACHED THROUGH IF YOU SIGN UP TO THE PROGRAMME ARE:

The Time Traveller Tool

The New to Role Leader Discovery Method

Key Transition Opportunities and Challenges Tool

The Internal Situational Analysis

The Business Landscaper

Strategic Stakeholder Mapping Tool and Approach

Key Insights to Quick Wins

The Sphere of Influence and Control

First 100 Day Action Plan - High Level and Granular Tools

HERE TO HELP IN WHAT CAN BE A STRESSFUL TIME...

One of the most stressful times in people's careers is the first 100 days in their jobs. You're usually the new kid on the block and there's a steep learning curve and the pressure is on to deliver and make an effective, rapid impact.

Wouldn't it be great to have someone by your side every step of the way, helping you to be at your best and most strategic, rather than being pulled in every direction and feeling you're not accomplishing anything.

The 100 Days Capitaliser Programme gives you a set of tools and know-how to take with you in the future and to use each time you start a new position.

I'd love to help, so do get in touch.

