

Responsible · Ethical · Authentic · Lifelong ·
REAL

Leadership
CONFERENCE

2017



KEEP CALM AND OFFICER (TRANSITION) ON!

Facilitated by

Learning Objectives



- List the three key ideas for successful officer transitions.
- Identify the officer transition cycle.
- Create a plan to prepare outgoing officers.
- Identify tools to facilitate officer transitions.
- Brainstorm a list of questions to encourage reflection.
- Create a list of best practices.

Three Key Ideas



- 1) The amount of advisor involvement is directly related to the success of officer transitions.
- 2) The organization of an officer's working notebook can make or break a transition.
- 3) Officer transitions are a 365-day process.



PHASE 1: PREPARATION



PHASE 2: TRANSITION

Resource Quiz



Incoming Officer Communication Survey

Workbook

Workshop

Both

Outgoing Officer Worksheet

Workbook

Workshop

Both

Setting Your Priorities Worksheet

Workbook

Workshop

Both

Officer Manual document list

Workbook

Workshop

Both

Incoming Officer Worksheet

Workbook

Workshop

Both

One-on-one officer meetings

Workbook

Workshop

Both

Index of Resources

Workbook

Workshop

Both

Incoming Officer Checklist

Workbook

Workshop

Both



PHASE 3: TRAINING



10:00

Review of Learning



- Listed the three key ideas for successful officer transitions.
- Identified the officer transition cycle.
- Created a plan to prepare outgoing officers.
- Identified tools to facilitate officer transitions.
- Brainstormed a list of questions encourage reflection.
- Created a list of best practices.

Debrief



- In which phase of the officer transition cycle can you make the biggest improvement?
- What is one thing you can implement as soon as you get back to your chapter?
- What is your biggest take-away?

Responsible · Ethical · Authentic · Lifelong ·
REAL

Leadership
CONFERENCE

2017