



Keep Calm and (Officer) Transition On!

Program Description

John Maxwell, leadership expert, states that a leader's lasting value is measured by how well your people and the organization do after you've left. This session will guide advisors through a system for transitioning executive councils, paying attention to both the task and the process, to ensure continuity and success of the chapter.

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

Three key ideas for a successful officer transition.

- 1)
- 2)
- 3)

Preparing for Transition

Phase one of the officer transition cycle is _____.

Create a plan to prepare outgoing officers for a transition. Remember to keep the three key ideas in mind when developing your plan.



Resources Quiz

Phase two of the officer transition cycle is _____.

Resources Quiz: Identify in which document each of the following resources are *referenced*.

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



How to Debrief for Learning

Phase three of the officer transition cycle is _____.

Since you will not be in attendance this year, write five questions to ask your chapter president following the REAL Leadership Academy to help her think critically and reflect on her learning.

- 1)
- 2)
- 3)
- 4)
- 5)

Best Practices

Ask an Advisor: What is your best practice for officer transitions?

Name	Chapter	Best Practice
1)		
2)		
3)		

Take It Home

- Decide what you can implement now that can help your chapter with a successful transition.
- Key Idea #1 explains that the amount of advisor involvement is directly related to the success of officer transitions. How can you get your advisory board involved in this process?
- Consider asking your regional coordinator to visit and facilitate the Officer Transition Workshop.