The First 100 Days at a New Job

The first 100 days of a new job or role is critical for any leader. Successful onboarding of a senior leader takes intention and practice and will set the tone and chart the course for sometime to come. Seven Stones has customized its coaching frameworks and tools to work specifically through this important transition time for leaders.

New roles call for new mindsets and behaviors. Being thoughtful about what will ensure success is crucial. As we implement it at Seven Stones, coaching during these first 100 days is designed to allow an executive to observe, understand, and then alter their mindsets, assumptions and practice to allow them to lead powerfully in their new role.

Three domains of leadership: During this coaching offering we will explore personal mastery, interpersonal relationships and structural resources to set clear mandates and focus on early wins.

First 100 days

Here is a series of inquiries for you to consider in your first 100 days with your new job:

Leaving Well

- What will it take to leave my old job well?
- What messes need to be cleaned up?
- What messes am I willing to clean up?
- What moves can I make to do the “right things” for my people, my clients or the system as a whole?
- What will I lose or need to let go of in my leaving?
- What will I gain or what new personal and professional opportunities are there for me now?

Visioning Success

- What is my definition of success at the end of my first 100 days?
- What are the stated and unstated goals that my boss (or board) has for my first three months?
- What will be my first quick win?

Arriving Strong

- What first impressions do I want to leave?
- What Pre-Communications do I need to have with my new staff, clients, boss and peers?
- Am I clear about who will be reporting to me? Have I set up 1:1 meetings to happen in my first few days in the new role?
- How often do I want to meet with my new team?
- How often will I meet with my new manager?
- What Personal Preparation do I need to complete before starting? Will practices, home commitments or other things need to shift with this new job? Have I had the conversations I need to have with the people who I am accountable for to be aligned with this shift?

Listening Tour (Listening between the words)

- Set up a series of 1:1 and group conversations with stakeholders to include conversations about what is working (bright spots) and what is missing (what they wish you would do/provide)?
- What reports, or strategy documents can you review?
- What is not being said to you? What are the undiscussables' in the organization, with your boss, on your team?
- How easy is it for you to get the data you want? Is the data you receive reliable?
- What has you skeptical?
- What are you questioning?
- What first impressions are you taking away? Notice likes and dislikes and what has your immediate attention?
- What or who has you concerned?
- Who can you trust at this stage?

Integrity Check-In

- As an outsider we can see what others can't; take advantage of this for as long as you can.
- Is the organization living up to the values, mission or vision it has set?
- In what ways is the system, team doing well? Where are they falling down?
- What messes need to be cleaned up here? Yes, you do it twice coming and going. Look at customer complaints, conduct a financial audit, take the time to do what Jim Collins says in Good to Great, get the right people on the right bus in the right seats.
- Do you have a strong HR function to partner with? If no, start building this out immediately.

Managing and Leading

- Does my definition of leadership match this new context? What needs to shift?
- What are my initial impressions of my new boss? Where is their attention? How can I make his or her life easier?
- What obstacles can I clear out for my direct reports?
- How is my relationship with my peers and/or Board of Directors?
- Who is providing me mentoring either formally or informally?
- What are the gaps in my own leadership right now?

Understanding my Boss

- What are my first impressions of my boss?
- What does my boss do very well?
- Where is my boss at their best?
- What do I wish my boss would do for me?
- How does my boss like to communicate?
- Where is my boss strong in their communication skills?
- Where is my boss weak?
- What can I do to communicate in the manner he/she most appreciates?
- Are there any unsaid communication expectations between us?
- Do I have any red flags around my boss' leadership style? If so, what are they?