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# Onboarding and Transitionmanagement

————— An Overview —————

# Definitions

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## Onboarding

Onboarding is a systematic acceleration process to support executives who are in an exposed position new for them and/or are in a Transition.

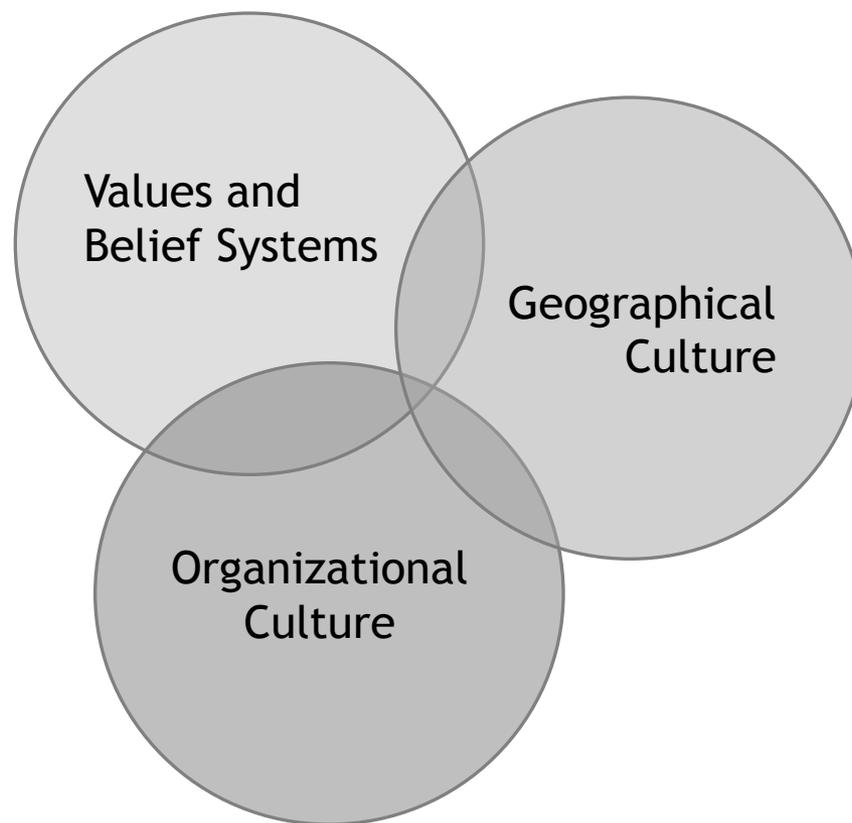
## Transition

A Transition is a longer adaptation and change process which resonates above all emotional. Emotionally, because own existing values, norms and experiences are questioned in a new sphere and if necessary have to be adapted to successfully integrate oneself with lasting effect into the new environment.

# Cultural Factors

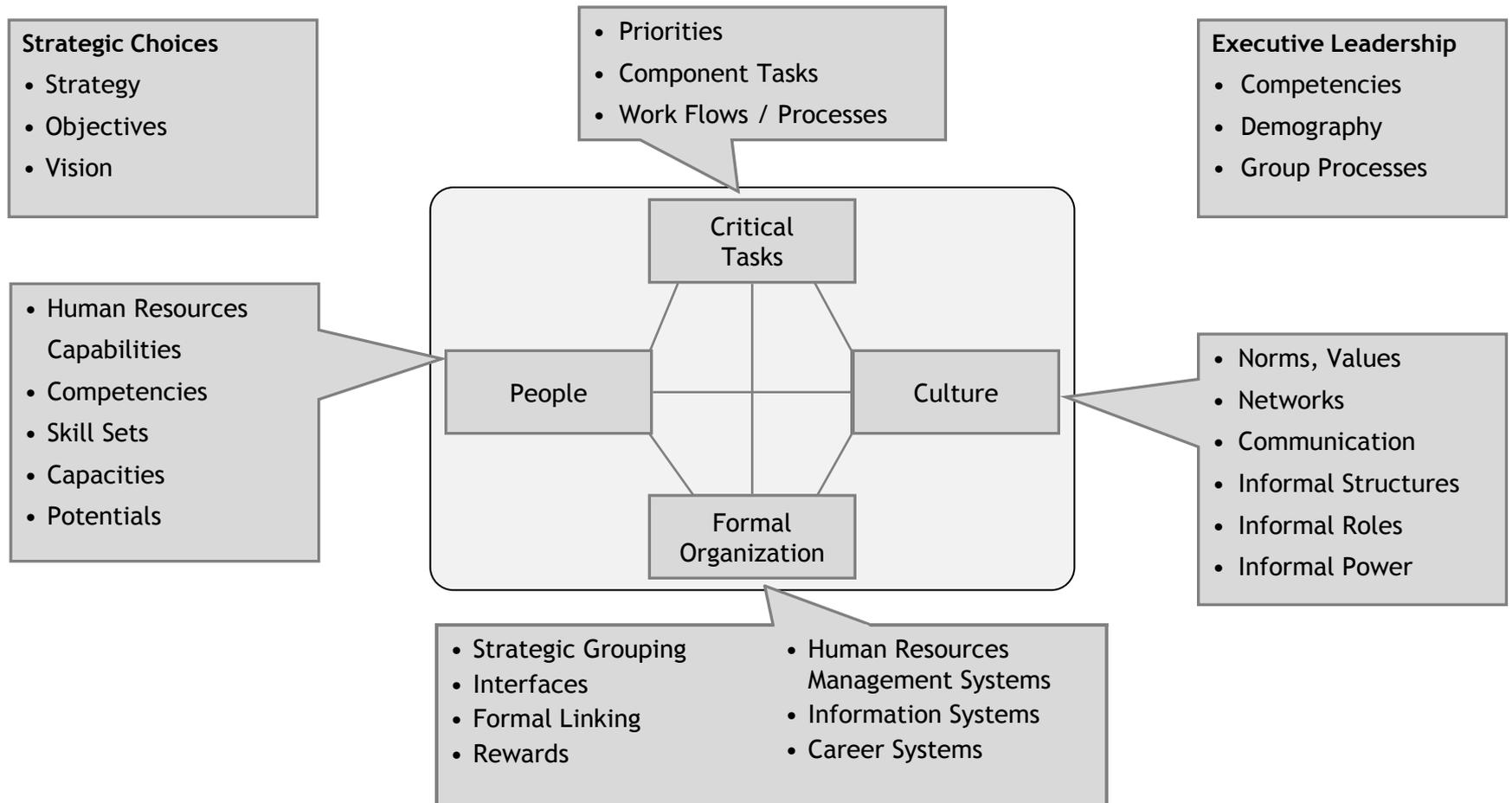
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- Onboardings and Transitions are marked by three dynamic factors:



# The Congruence model

- The Congruence model as a systems analysis instrument lights up the different perspectives / levels a "novice" must consider to be faster successful.



# The challenges in a new position

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ASAP

- Develop systems understanding
- Gain cultural competence

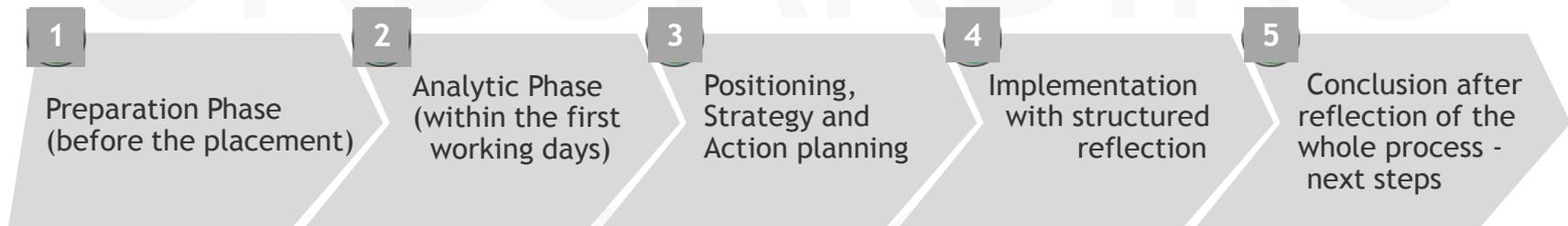
**COGNITIVE**

**EMOTIONAL**

Above all the coach helps to accelerate the process

# The Onboarding / Transitionprocess

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# 1 Preparation Phase



## Topics

- Expectations towards the function and the person of the executive
- Strategic goals and vision
- Operational requirements
- Own expectations and assumptions
- One round of interviews  
(Stakeholder - 6 people, possibly more)  
with written report and oral debrief
- Initial meeting with the senior executive:
  - Definition of first steps
  - Measurements for success



## Topics

- Comparison of the formulated expectations towards the function and person with the experienced reality
- Analysis of the communication culture and decision styles within the company
- Operational advantages and road blocks
- Identification of „Low hanging fruits“
- Identification of informal structures and unspoken rules
- First priorities regarding topics to address
- Definition of Authentic Personal Branding as a structure within the context

## 3 Positioning Phase



### Topics

- Recognizing business relevant frame factors and using them to align priorities
- Usage of easy to access communication ways and decision paths – precise definition of networking and influencing ways
- Crafting of a structured action plan according to SMART-criteria
- Evaluation of possible road blocks and obstacles to refine the plan
- Preparation for „buy in“ of the stakeholders
- Optional-“Shadowing“ of the coachee through the coach in meetings / events



## Topics

- Regular process check with the help of SMART-criteria to closely monitor the way to go in reaching the defined goals
- New evaluation of road blocks as well as obstacles and adapting the plan accordingly
- Reflection on the personal experiences using communication ways and decision paths – precise analysis of easy networking and influencing ways to foster integration
- Finding and using more possibilities through personal contacts to accelerate integration
- Defined usage of the individual Authentic Personal Branding
- Refined stakeholder management



## Topics

- Final process check with the help of SMART-criteria to evaluate the status in reaching the defined goals
- Using personal strengths to sharpen the executive's profile
- Channeling of development opportunities
- Another interview round with the stakeholders followed by a written report and oral debrief
- Definition of further steps in line with the stakeholders feedback
- Final meeting with the senior executive:
  - Measurements for success - Status
  - Definition next steps
- Conclusion of the integration

# Contact

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## Details

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