



SUCCESSFULLY STARTING A NEW ROLE

Starting a new role can be an exciting yet confronting time. These tips can help you successfully start your new role.



START BEFORE YOU START

RESEARCH

Find information about your new organisation or role online or by asking your new manager so you're up to speed on day 1.

CONNECT

Reach out to new team members and start to build relationships, virtual coffee chats are great for this.

CONFIRM

The little things like start time, dress code (even for WFH), any meetings you should be ready for on day 1.



SET YOUR SCHEDULE

Identify things that are important for you to do your best work.

Reflect on what you'd like to start / stop / keep doing and prioritise it in your schedule.

Some suggestions include time for:

Reflection

Development

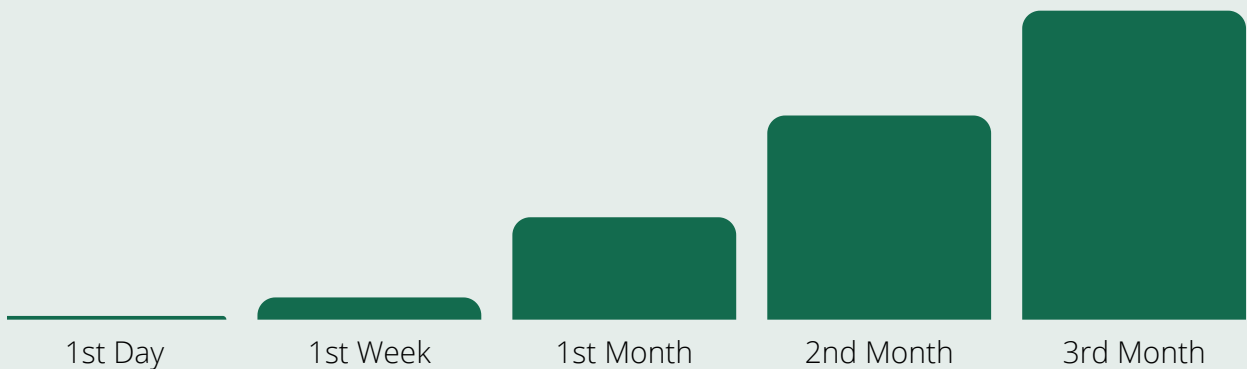
Lunch

Connecting

1 on 1 time manager and team

STRUCTURE YOUR FIRST 3 MONTHS

Set achievable learning goals to focus on and review at regular intervals.



PRACTICE SELF CARE

Ask questions when you don't know something

Watch out for **negative self talk**

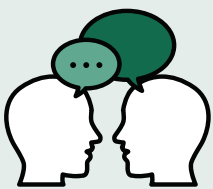
Set boundaries and stick to them (especially WFH)

Do things that **fulfill you**, more than usual

Mute Social Media notifications so you stay focussed



SUPPORT FROM A COACH



Partnering with a coach gives you a space to reflect, make sense of and take action to manage the change associated with moving into a new role.

Selecting an ICF credentialled coach ensures you engage a professional coach who has met stringent education, experience and commitment to ethical behaviour requirements.

GET IN TOUCH

If you would like to chat about how I can help you successfully transition to new roles please reach out.

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SUMMARISING THE 5S'

START
SCHEDULE
STRUCTURE
SELF CARE
SUPPORT