Initial Conversation with _____

When a new leader arrives there are various emotions at play to describe the anticipated change within the boss/subordinate relationship. Often the new leader feels compelled to demonstrate competency and capability as the selected leader and rushes to make that case on the initial conversation by sharing past successes and experiences. Subordinates of the new leader too feel compelled to demonstrate their proven track record in hopes of quickly convincing the new leader of their competence. What is often missed in the initial conversation is a "background of relatedness" that allows each person to better understand where each find energy, challenge, and success in the roles they play. This conversation guide is intended to bring about a conversation that will be meaningful for both boss and subordinate to *begin* the ongoing dialogue for creating the relatedness necessary for a positive working relationship.

Conversation Guide

1. New Leader shares highlights of career/work experience. 5 min. (Assume resume has been reviewed or some investigation has occurred.)
2. Subordinate shares highlights of career/work experience. 5 min. (Realize leader will have access to documentation to obtain details at a later time.)
3. At a very high level, share with me the mission and focus of your department. 10 min.
4. Share with me one or two departmental **accomplishments** for which you are most proud and why you feel such pride. 10 min.
5. Share with me one or two **challenges** that you anticipate in the coming year and how I, as your new leader, might assist you in meeting or exceeding these challenges. 10 min.
6. What type of leader/manager do you hope I will be for you? 10 min.
7. In our time remaining, what questions do you have for me? 10 min.

Initial Conversation Notes:

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