






Transition into a Direct Leadership Position


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- ### PHASE II: FIRST DAY (D Day)
- Step 1: Execute Change of Command or Responsibility ceremony
 - Step 2: Establish First Day Priorities

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- ### PHASE I: PREPARATION (Notification to D-1)
- Step 1: Gain Understanding of the Organization
 - Step 2: Develop a Transition Plan
 - Step 3: Conduct a Self-Assessment
 - Step 4: Produce Initial Leader Transition Documents


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- ### PHASE III: INITIAL ASSESSMENT (D+1 to D+30)
- Step 1: Expedite Learning to Assess the Organization and Your Subordinates
 - Step 2: Build Credibility as the New Leader

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- ### PHASE I: PREPARATION (Notification to D-1)
- Step 5: Complete Mandatory Leader Transition Events and Requirements
 - Step 6: Prepare for Change of Command or Change of Responsibility ceremony
 - Step 7: Complete Installation In-Processing Requirements


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- ### PHASE III: INITIAL ASSESSMENT (D+1 to D+30)
- Step 3: Determine Preliminary Findings and Initial Assessment
 - Step 4: Validate Preliminary Findings and Initial Assessment

PHASE IV: ORGANIZATIONAL ALIGNMENT & TEAM BUILDING 
(D+31 to D+60)


- Step 1: Review and Develop Organizational Alignment – Vision or Focus, Mission, Goals, Objectives
- Step 2: Establish Key Milestones
- Step 3: Secure Quick Wins and Short-term Victories Identified Earlier

PHASE V: ESTABLISHING ROUTINES 
(D+61 to D+90)


- Step 4: Build Coalitions Internally and Externally
- Step 5: Eliminate Needless Constraints

PHASE IV: ORGANIZATIONAL ALIGNMENT & TEAM BUILDING 
(D+31 to D+60)

- Step 4: Consider Organizational Redesign
- Step 5: Build the Team
- Step 6: Establish a Sense of Urgency

PHASE VI: SUSTAINING 
(D+91 and Ahead)

- Step 1: Manage Organizational Systems and Operations
- Step 2: Facilitate the Next Transition

PHASE V: ESTABLISHING ROUTINES 
(D+61 to D+90)

- Step 1: Establish Routine Meetings
- Step 2: Initiate Organizational Communication / STRATCOM Plan
- Step 3: Build and Sustain Knowledge Management Systems