



Leadership Transitions Worksheet

1. Clarify the key roles the person in the leadership role plays:
2. Who else in your organization knows how to fill those roles:
3. Who in your organization best understands the immediate organization/program needs and how to meet them outside the executive director:
4. If any of the people listed above took on additional responsibilities what parts of the organization could suffer:



5. How can you cover key positions? Can you or do you conduct cross training? Offer development opportunities? Are there growth opportunities?
6. How is your leadership development in general linked to a strategic or business plan:
7. What competencies will staff/board members need in the near and far future:
8. What talents and capacities are there in the staff or on the board that might be further developed for the good of the organization:



9. What can you do differently to link the work of all staff to the mission and vision of the organization:
10. How can you effectively communicate with internal and external stakeholders about the organization, its financial realities, benchmarks, and strategic questions:
11. What behavioral norms should be fostered to build mutual respect and recognition for talents and experiences:
12. How can you provide more opportunities for staff/board members to be challenged and exercise leadership:



13. How does/can the organization reinforce mutual accountability for work outcomes:
14. How can a culture of experimentation and learning be nurtured: