

# CONTENTS

<b>Acknowledgments</b>	<b>ix</b>
<b>Executive Summary</b>	<b>xi</b>
<b>CHAPTER 1    Position Yourself for Success: Get the Job. Make Sure It Is Right for You. Avoid Common Land Mines.</b>	<b>1</b>
Tools in the book (with downloadable copies on the web):	
1.1 BRAVE Culture Assessment/Preference	23
1.2 Risk Assessment	25
1.3 5Cs Situation Analysis	27
1.4 SWOT	29
<b>CHAPTER 2    Leverage the Fuzzy Front End: Jump-Start Relationships. Listen, Learn, and Plan Before Day One.</b>	<b>31</b>
Tools in the book (with downloadable copies on the web):	
2.1 100-Day Plan Worksheet	54
2.2 Context Assessment	57
2.3 ACES Context/Culture Map	59
2.4 Communication Planning	60
2.5 Onboarding Conversation Framework	62
2.6 Personal Set-Up/Relocation	63
2.7 Office Set-Up	66
2.8 Leadership Team Role Sort (for merging teams)	68

	2.9 Leadership Team Prestart Alignment Session (for merging teams) 69	
	2.10 Announcement Cascade 71	
<b>CHAPTER 3</b>	<b>Take Control of Day One: Make a Powerful First Impression. Confirm Your Entry Message.</b>	<b>73</b>
	Tools in the book (with downloadable copies on the web):	
	3.1 Day One Checklist 87	
	3.2 New Leader Assimilation Session 89	
	3.3 New Owner Assimilation Session (for an acquisition) 91	
<b>CHAPTER 4</b>	<b>Activate Ongoing Communication: Establish Leadership and Begin Cultural Transformation.</b>	<b>93</b>
	Tools in the book (with downloadable copies on the web):	
	4.1 Communication Guide 104	
<b>CHAPTER 5</b>	<b>Pivot to Strategy: Co-Create the Burning Imperative by Day 30.</b>	<b>105</b>
	Tools in the book (with downloadable copies on the web):	
	5.1 Burning Imperative Workshop 118	
<b>CHAPTER 6</b>	<b>Drive Operational Accountability: Embed Milestones by Day 45 and Early Wins by Day 60.</b>	<b>121</b>
	Tools in the book (with downloadable copies on the web):	
	6.1 Milestone Management 141	
	6.2 Team Charter/Early Win Tool (for subteams) 143	
	6.3 Problem Solving 144	

<b>CHAPTER 7</b>	<b>Strengthen the Organization: Get the Right Team in Place by Day 70.</b>	<b>147</b>
	Tools in the book (with downloadable copies on the web):	
	7.1 Role Sort	168
	7.2 Recruiting Brief	169
<b>CHAPTER 8</b>	<b>Keep Building: Evolve Your Leadership, Practices, and Culture to Deliver Results.</b>	<b>171</b>
	Tools in the book (with downloadable copies on the web):	
	8.1 Quarterly Reviews	186
	8.2 Internal Communications	187
	8.3 Program Management	189
	8.4 Coaching and Support	190
	8.5 100-Hour Plan for Crisis Management	191
	<b>References and Further Reading</b>	<b>195</b>
	<b>About the Authors</b>	<b>197</b>
	<b>Index</b>	<b>199</b>

<http://www.pbookshop.com>

<http://www.pbookshop.com>