

# Transition & Training

It happens annually within student organizations—the old guard steps down and new leaders take over management of the group. The ways in which organizational leaders are transitioned in and out of the group can have a negative or positive impact on the leadership and the group as a whole. It all depends on how it is handled.

## The *Dos* and *Don'ts* of Group Transitions

- **Do** have outgoing leaders share helpful ideas for the future.
- **Don't** have outgoing leaders simply hand over their binder to their successor.
- **Do** have incoming leaders schedule a one-on-one meeting with their predecessor.
- **Don't** have incoming leaders figure it all out on their own.
- **Do** have outgoing leaders update files and financial records.
- **Don't** have outgoing leaders plan everything for the next term—leave opportunity for new ideas to flourish.
- **Do** have incoming leaders meet with the advisor(s).
- **Don't** have incoming leaders figure out their campus resources on their own.
- **Do** have outgoing and incoming leaders facilitate at least one organization meeting together.
- **Don't** have outgoing and incoming leaders meet solely on their own—schedule a formal training and transition workshop for everyone.



Take some time  
to keep in **M**ind ...

...for  
**Outgoing Leaders**

...that it is time to let go. It can be hard to walk away from a position that you gave so much time and energy to. But you have left your legacy and it is time to pass the reigns. Your last assignment is to ensure that your hard work continues by effectively preparing your successor.



Take some time  
to keep in **M**ind ...

...for  
**Incoming Leaders**

...that no question is a stupid question. Don't be afraid to ask questions, it is the only way you will learn. And, in some cases, you have a small block of time to glean as much information as possible from your predecessor—so take advantage of the time you have and ask away!

## The Top 10 Questions Incoming Leaders Want to Ask Outgoing Leaders

1. What do you know now that you wish you would have known when you started in this position?
2. What were some challenges you faced in your position?
3. What ideas did you have that you were unable to implement during your term?
4. Who were some of your best campus resources?
5. How did you work with the advisor?
6. Are there any evaluations or reports I should read?
7. What is currently planned for next year, and what do I need to follow-up on?
8. What financial resources are available?
9. What are the first three things you would suggest I give my attention to?
10. Can I call or email you with any further questions?

## Places to Go, People to Meet

During your officer transition, include an opportunity for new officers to tour campus locations and meet individuals who have proven helpful to the organization. Meet or peek at: the advisor, office space, student activities office, organizational meeting location, food service, tech services, vice president of student life/dean of students, potential program venues, and student leaders of other organizations.