

Leadership Assimilation

Date: _____

Name

Joined

- Responsibilities at XXX Company Include
- Prior to Joining Company
- Academic Expertise

Education

Suggestion to XXX Individual Development Plan (IDP)

• Objectives:

Key Focus Area:

Development Objectives & Key Initiatives

Key Initiatives

Build Relationship With Key Stakeholders

Understand In-depth Company & Business Culture

> Develop Leadership Visibility

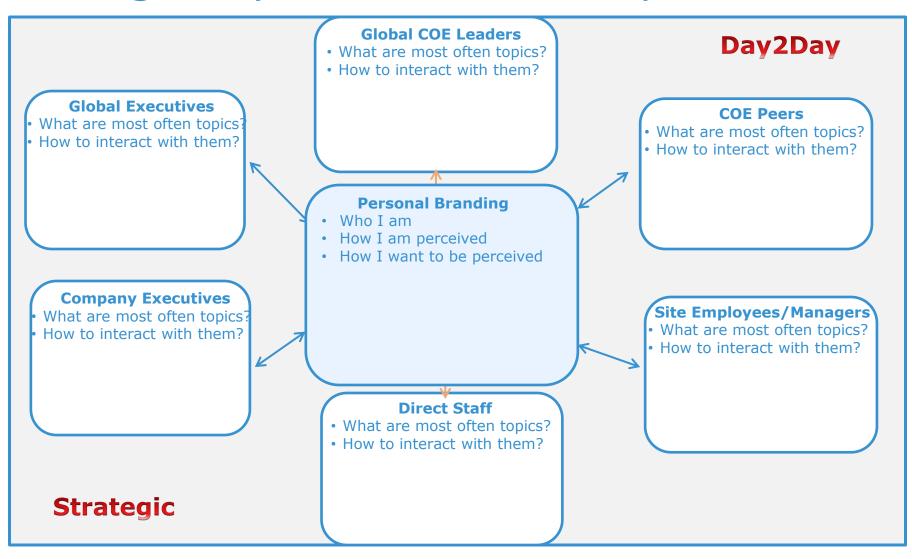
Program Timeline

Phase I: 0-90 Day Phase II: 90-180 Day Phase III: 180+Day Phase 0: Initiate Introduce **Evaluate Implement** XXX introduces XXX to global Attend Company QBR · Regular feedback and · HR works with · Board Meeting, coaching XXX to initiate 360 feedback Management meeting the plan Develop IDP assessment Travel & Meetings Key shareholder Lead innovation project communication **Assessment Tools** MBTI/DISC Network – World 360 Leadership Executive mentor/coach Assessment

Program Tracking

Phase	Activities	Sam	Sandy	Lucy	Timeline	Status
Phase 0	Initiate the plan				May 14 th	
	Review and discuss the plan among				May 17 th	
	Share the plan with				May 24 th	
	Leadership assessment & IDP				Mid June	
Phase I	Attend				May 6 th ~9 th	Done
	Introduce to staff meeting				June	
					June	
	Announce XXX taking over key initiative				June	
Phase III						

Manage Key Shareholders Expectation



Key Shareholder Relationship Assessment

Category	Names	Impact	Close (Y/N)	Positive (Y/N)