1. Record Nr. UNINA9910151625503321 Autore O'Keeffe Niamh Titolo Lead your team in your first 100 days // Niamh O'Keeffe Pubbl/distr/stampa Harlow, England:,: Pearson,, 2013 **ISBN** 0-273-77917-6 Edizione [1st edition] Descrizione fisica 1 online resource (201 pages): illustrations **Financial Times** Collana

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Executive ability
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Note generali Includes index.

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Acknowledgements -- Introduction -- Part 1 Beginning -- Prepare for your First 100 Days -- Get organised: emotional focus and early research -- Get your team ready for your arrival -- Arrange a swift leadership handover -- Understand the strategic context -- What is your team mission? -- Your First 100 Days Team Plan --

your team mission? -- Your First 100 Days Team Plan -- First100assist™ Leader-Team Success Formula -- Write your First 100 Days Team Plan -- @start: Accelerate on arrival -- Launch your First 100 Days Team Plan -- Avoid the leader-as-hero trap -- Bring in 'SWAT team' reinforcements -- Speed up leader-team bonding -- Advice from the executive front line -- Part 2 Middle -- @30 days: Optimise team performance -- Review progress against team plan -- Spot dysfunctional group behaviours -- Capitalise on the strengths of the team -- Update your First 100 Days Team Plan -- Advice from the executive front line -- @60 days: Sustain a strong momentum -- Review progress against team plan -- Remove barriers to high performance -- Communication, communication, communication -- Update your First 100 Days Team Plan -- Advice from the executive front line -- Part 3 End -- @90 days: Sprint to the end -- Review progress against team plan -- Write your team's final 10-day 'to-do'

## Sommario/riassunto

list -- Gather feedback and air any issues -- Take time out for team reflection -- Advice from the executive front line -- Finish your First 100 Days -- Close out your First 100 Days Team Plan -- Record team achievements and capture lessons learned -- Communicate team success to stakeholders -- Celebrate with your team -- Reset team objectives and renew the endeavour -- Final words -- Index.

Shows anyone coming into a new leadership role how to position themselves as an effective leader from day one and how to gain exceptional results from their team. We all know the importance of making a strong start in a new role. Nowhere is a leader's success or failure more obvious than in the performance of their team. This quick read will help new leaders firmly establish themselves at a time of uncertainty and generate teams who perform at their maximum. This 100-minute read is 100% practical and breaks down the 100 day period into 5 sections: @ Start @ 30 Days @ 60 Days @ 90 Days @ End It shows you the targets you should be aiming to achieve by each deadline and provides assistance at every stage on reviewing your team's performance and planning ahead. Containing case studies, lists, coaching notes and exercises, this is the ultimate accessible guide to leading a team