



Leadership Transitions

An Online Resource for Leaders in Transition

Are you providing managers with everything they need to accelerate their performance in a transition? In today's fast-paced business world, chances are that your managers will take on new roles or jobs sometime soon. Early mistakes made during a transition can easily derail careers and damage businesses.

Managers now have a just-in-time resource that provides practical insights on the key challenges facing leaders in transition. This comprehensive, applicable, and intuitive program includes a wide array of assessments and planning tools designed to help managers overcome the obstacles and pitfalls they may encounter as they enter their new roles.

Harvard Business School Publishing Offerings

- Harvard ManageMentor®
- Leadership Transitions™
- Stepping Up to Management™
- Developing As a Leader™

Program Topics

Transitioning leaders will explore the following critical issues:

- **Diagnosing Your Situation:** Identify your type of transition to understand the challenges and opportunities you face
- **Assessing Your Vulnerabilities:** Recognize common transition traps to help you avoid derailment
- **Accelerating Your Learning:** Discover how to learn efficiently and effectively to speed up your transition process
- **Prioritizing to Succeed:** Build momentum by planning for short- and long-term successes
- **Working with Your New Boss:** Build a productive working relationship with your new boss
- **Building Your Team:** Assess your team and its processes to create a strong team foundation
- **Creating Partnerships:** Build internal and external coalitions to support your initiatives
- **Achieving Alignment:** Align strategy, structure, processes, skills, and culture to meet your ultimate objectives

Program Components

Leadership Transitions arms your managers with accessible, hands-on guidance in an easy-to-use format that includes:

- **Module Overviews:** Brief introductions, compelling stories from the field, and quick assessments
- **Expert Advice:** Comprehensive information on key concepts
- **Guidelines:** Helpful tips and suggestions
- **Tools:** Action-oriented assessments to use throughout a transition

The Essential Leader:

Business Essentials

- Service Success

Communication

- Influencing and Motivating Others
- Managing Difficult Conversations
- Negotiating for Results
- Productive Business Dialogue

Developing People

- Coaching for Results
- Managing Across Difference
- Managing Direct Reports

Leading Others

- Decision Making
- Managing Change
- Managing Virtual Teams
- What Is a Leader?

Personal Development

- Leadership Transitions

World-Class Subject Expert

Michael Watkins is a former Associate Professor of Business Administration at Harvard Business School and a recognized expert on the topic of leadership transitions. He is the author of *The First 90 Days: Critical Success Strategies for New Leaders at All Levels* (HBS Press 2003) and *Taking Charge in Your New Leadership Role: A Workbook* (HBS Press 2001), and co-author of *Right From the Start: Taking Charge in a New Leadership Role* (HBS Press 1999).

Customizable to Your Company's Intranet

Leadership Transitions is easy to install on your company's intranet. You can integrate it with your corporate competencies, and insert links to your own policies, procedures, and other training programs.



Managers will gain instant access to the tools and advice they need, when they need it.

Technical Specifications

Here is a summary of what you'll need to make full use of this product:

- **Browser:** Microsoft Internet Explorer 5.0, 5.5, or 6.0 or above, Netscape Navigator version 6.2 or 7.x, or Netscape Communicator 4.79.
- **Computer Environment:** Windows 98, 2000, XP* supported. Requires a minimum of a 266MHz Pentium processor and at least 64MB of RAM, a 16-bit sound card and speakers, a 65,000 color video display card, and 800x600 screen resolution. (*Note: Macintosh systems are not supported. XP is only supported with IE 6.0 and NS 6.2 or 7.x.)
- **Plug-in:** High bandwidth version (128K min.) requires Macromedia Flash 4.0 or better and Adobe Acrobat Reader 4.05 or better. Low bandwidth version (56KB min.) requires Adobe Acrobat Reader 4.05 or better.
- **Bandwidth:** The text-only option can be viewed over a 56K modem connection. The audio enriched version requires a cable modem or 128K+ connection.
- **Note:** A company's IT department should enable HTTP through its firewall if the company wants users to have access to the HBSP website or other sites through links in this product.