

New People Leader Cheat sheet – First 100 Days

Admin 101	Done?	Notes
Change your email signature		
Understand policies from a People Leader perspective <i>approving leave, declaring interests, performance management</i>		
Learn how to use key systems		
Share your calendar		
Save people's contact details & emergency contact info in your phone		
Your development	Done?	Notes
Schedule in development and reflection time for yourself		
Focus on your leadership development		
Set yourself goals <i>week, month, quarter, year</i>		
Find a mentor – coach		
Leverage your growth mindset		



Your new leader	Done?	Notes
Schedule regular 1:1s to check in		
Understand your peer team's meeting cadence		
Clarify expectations of you and your expectations of them		
Set initial priorities and focus areas		
Clarify key contacts		
Share your performance goals		
Your new peers (Team 1)	Done?	Notes
Have an intro 1:1 with each of them		
Get to know the relationships between your teams (<i>operational & behavioural</i>)		
Go to them for advice / help		
Get their POV on your team dynamics		
Clarify expectations		



With team members 1:1	Done?	Notes
Have the initial "I've shifted" conversation		
Schedule in regular 1:1s		
Clarify expectations of you as the leader and your expectations of them		
Get their reflections on the work and team		
Address and manage performance (+/-)		
Get to know their: – family commitments – values, priorities – <i>what's important for them at work? What's important outside of work?</i> – motivations and drivers – strengths, expertise, experience, skills – ways of working and work preferences – goals and career aspirations – hobbies, interests, life outside of work – important dates: <i>birthdays, work anniversary, holidays</i> – support they need to do their best		



With the full team	Done?	Notes
Have the initial "I've shifted" conversation		
Schedule/confirm regular meeting cadences		
Set team goals (weekly - quarterly - yearly) - break goals into quarterly objectives - define success + clarify KPIs - note what capability is needed		
Clarify our team behaviour + performance expectations (internal)		
Clarify what others can expect from our team		
Identify your business necessities vs. what can be flexed		
Set remote/hybrid expectations		
Hold retrospectives: <i>what is / isn't working?</i>		
Find quick wins - <i>get some runs on the board</i>		
Set up time for lessons learnt		
Organise cross-training and mentoring		
Have some fun!		