Questions to Ponder….

The answers to these questions will help to inform your own work as well as the work of people stepping in to fill leadership roles. Think of how the answers apply to you.

**Questions for an outgoing leader to think about before transition…**
- What I liked best about my position…
- What I liked least about my position…
- The most difficult decision I made was…
- What I could have done to make the experience better was…
- Obstacles to performing my duties effectively were…
- Aids which assisted me in handling my job were…
- Things I wish I’d known before I took office were…

**Questions for an incoming leader to think about before transition…**
- Things specific to the position I want to know about (forms, duties, etc.)
- Things specific to the position I need to know about
- Things I should do before the semester begins…
- People (positions) that I should get to know…
- Services that I need to know about…
- Things I need to know about working with faculty and staff…
- Other questions I want answered…

“Nothing in life can be permanent except what you choose not to change”

--- Sonia Tejada
Quick Tips

For Effective Transition...

♦ Review position responsibilities and edit as necessary.

♦ Arrange for a meeting with the outgoing and incoming leaders and an advisor (if applicable).

♦ Review the history of programs and events that have occurred over the past year (both traditional and non-traditional).

♦ Discuss past, current and future issues so that the incoming leadership is prepared.

♦ Discuss the financial status of the organization as well as strategies to request funds and manage a budget. Review financial statements and past history with the SBC and other sources of funding (Community Development Fund, Social Event Fund, Dean’s Diversity Fund, etc.).

♦ Pass down records (financial, internal, etc.) during a transition meeting. Be sure to highlight important information.

♦ Create informational/resource binders for every important leadership position in the organization.

♦ Create a reflection and goal setting session with the entire student group membership, outgoing and incoming leaders. Find out what direction they want to take the student group and establish concrete goals and objectives for the organization.

♦ Meet with any related offices and/or administrators on campus to begin to foster good working relationships (Student Activities and Leadership Development, Dean of the College, WSA, etc.).

Pieces of Leadership brochures are available on the following topics:

- Budgeting
- Communication
- Conflict Resolution
- Delegation
- Facilitation
- Goal Setting
- Group Dynamics
- Ice Breakers/Team Builders
- Mission Statements
- Motivation
- Officer Transition
- Peer Supervision
- Program Planning
- Qualities of a Good Leader
- Running a Good Meeting
- Stress Management
- Time Management
- Wellness

The information provided in this brochure was adapted from:

The Office of Student Activities
Washington University in St. Louis

For more information on the topics listed above or to access the resources in our Leadership Library, please visit the

Office of Student Activities and Leadership Development

Located on the
First Floor of the
Usdan University Center
860-685-2460
or check out our website at
http://www.wesleyan.edu/stuact/

Building your Leadership one piece at a time...