

## *Role Clarity Is Key to Your Future Success*

Each new leader should engage in a collaborative dialogue with his/her manager regarding the clarification of the new role—as soon as possible after starting that new position! Use this outline to help guide you in this critical process.



### Talking Points for the New Leader

- Outline your understanding of your role and key deliverables.
- Compare your understanding with the actual tasks and assignments your manager (or others) has given you. Is there a disconnect? If so what is it?
- Talk about gaps, prioritize tasks, and develop an action plan on how to address the disconnects.



### Tips on Talking with Your Manager

- Assess the style of your manager: How do they prefer to communicate? What are their areas of focus or hot button issues? Do they focus on the details or the big picture?
- Plan your conversation based on your manager's style: both how they can best receive the information, as well as how it will help your manager meet his/her goals.
- Determine if it is best to add this conversation to another meeting or to set-up a separate meeting. Is it best to have the meeting at the office or over lunch or coffee outside of the office?
- Ask to schedule a follow-up meeting to make sure your action plan will stick.



*For more information and help in how to adapt this technique to your unique situation, please contact us at [info@connectthedotsconsulting.com](mailto:info@connectthedotsconsulting.com).*

