

TASK DETAILS	
Title	PREPARING THE TRANSITION TO NEW MANAGEMENT
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	HRD
Duration	1 SESSION, 2 LESSON HOUR
LEARNING OBJECTIVE	OUTPUT
	Departmental folders for the handover to the new management.

INTRODUCTION

During a company management transition, the outgoing management must prepare documents needed by the incoming management so they can continue running the company based on its existing history.

No	ACTIVITY
1	Management Transition Meeting <p>The VP organizes a management meeting with the CEO, COO, and all department VPs to discuss the essential materials needed by the new company management. The discussion should include:</p> <ul style="list-style-type: none"> ○ Creating backups of all existing files. ○ Preparing a checklist of tasks and responsibilities for the new management. ○ Storing all Human Resources department files in a dedicated folder to be handed over to the Facilitator. ○ Collecting all usernames and passwords for accessing the VCI Portal from every employee.
2	Department Evaluation Summary <p>Create an evaluation summary of the department's work process by answering the following questions:</p> <ul style="list-style-type: none"> ○ How is the overall process in the department—has it been running well or not? ○ If it has been running well, what are the main reasons for its success? ○ If it has not been running well, what are the reasons, and what suggestions can you provide to resolve the issues?

REFERENCES

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TASK TEMPLATE

Management Transition Document - [LINK](#)