



# Now You're Leading!

## NAVIGATING YOUR FIRST DAYS AS A NEW MANAGER

LEADER-TO-LEADER  
ASSIMILATION QUESTIONS



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# Hi There!

Thank you for downloading our **Leader-to-Leader Assimilation Questions!** As a first-time manager, your time is **GOLD**. You need tools to get organized fast and build relationships. If you're a CEO, Senior Leader, or HR, you need to **DEVELOP** your managers **ASAP!**

**Leader-to-Leader Assimilation Questions** takes the guesswork out of what to ask your new leader in those first conversations. Print or copy & paste to your favorite note-taking system, and you're set!

At the end, you'll learn how to take the next step on your coaching journey. It would be my honor to support you and your emerging managers become more confident, high-performing leaders.

My heartfelt wishes for continued success on your leadership journey, wherever you are today. **Find joy off the path, and go fulfill your leadership potential!**

*Raia*

## ABOUT ME

As an Engineer-turned-HR Leader with 20+ years leading Engineering, Customer Service, Project Management and HR, **I help companies develop frontline and mid-level managers into effective leaders**—so they can lead with clarity, improve productivity, and retain talent in high-pressure environments.





# LEADER-TO-LEADER ASSIMILATION QUESTIONS

## Purpose

- When you join an organization as a new people leader, you may have the opportunity to participate in a **New Team Integration** session with your new team. While you may not be offered the same with your new leader, you can create the opportunity!
- Send these questions to your leader in advance of your conversation. This provides you the platform to share with them more about yourself too; a great starting point as you learn each other's working styles.
- The next page contains the **Leader-to-Leader Assimilation Questions**, in the form of an email template.





# LEADER-TO-LEADER ASSIMILATION QUESTIONS

## Email Template/Invitation to Your New Leader:

Hi Leader Name,

As we continue to get to know each other in these first weeks of onboarding, can we set some time aside to talk about our working styles? While we may not cover everything at once, here are some points to get us started.

- Are you an early bird or a night-owl?
- How do you best prefer communication (face-to-face conversation, text, etc.)? How about for key successes, challenges, or bad news?
- In what way and how often do you like others to communicate with you? To what level of detail?
- Under what circumstances do you feel you must/don't need to be in the loop?
- How do you make decisions? What types of decisions do you see as directive, consultative, or consensus? How will you empower me to make decisions?
- How do you define high performance and expectations?
- What are your "hot" buttons? If your team upsets or disappoints you, how will team members know?
- How do you like conflict to be resolved? What is the best way to share feedback with you?

Thank you for your willingness to get to know each other more! If there is anything else you'd like to include or learn about me, please let me know.

Best regards,  
Your Name





## REMINDERS

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**DON'T JUST  
PROMOTE, PREPARE!**





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