

NEW TO THE COMPANY

Critical familiarisation phase

1st to 3rd months (100 days)

3rd to 6th months

6th to 12th months

ONE'S DIRECT SUPERIOR HAS CENTRAL IMPORTANCE

- Obtain his support, trust and respect
- Create a good impression, make close contact
- Familiarise yourself with his management style, management rhythm and his mode of cooperation, obtain information about any predecessors (plus/minus points!)

DRAFT A TIMETABLE WITH YOUR SUPERIOR FOR FAMILIARISING YOURSELF WITH YOUR NEW JOB

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| 1st phase | Focus on the introduction, familiarising oneself with the new job and obtaining information |
| 2nd phase | Meet with employees, colleagues, other bosses, customers, etc. to obtain information |
| 3rd phase | Draft one's own work concept with goals, strategies, measures planning, implementation and control mechanisms. Present a concept, discuss strategies and accents in-depth with your boss and reach agreement on such strategies and accents. |
| 4th phase | Become productive – <u>don't change everything immediately! Get feedback!</u> |

GENERAL RULES FOR CONDUCT AND RECOMMENDATIONS

- Act like an apprentice, ask a lot of questions
- Listen, watch, observe, gain knowledge
- Ask for and accept advice, foster a new "WE" feeling
- Be approachable to people, but don't try to chum up, talk about yourself too much or reveal too much about yourself
- Write down facts, analyse them, draw your own conclusions
- Don't state your points of view and opinions
- Don't take a position or sides
- Don't make critical statements, don't draw comparisons
- Don't just jump into the daily business, take some time