



HOW TO DO A SOLID HANDOVER BEFORE YOU GO?

It is very common that once you are back at work from leave, you may want to introduce some adjustments to your role or negotiate more flexibility, so you can easier organize your routine with the baby.

It's good to be aware that all your asks to the manager are very often considered in accordance with your performance. With a strong work record it is much more likely that you will get more flexibility or more impactful and interesting projects when you are back. Therefore we recommend that you use the time that you have now to make a great impression before you leave. Make sure you do a good quality handovers and keep your performance strong. Even in the case of your manager and team change, your past achievements and strengths will be your asset while introducing yourself to a new team and negotiating role adjustments or flexible working.

Doing a solid handover

To do a solid handover it's good to first list all the tasks and responsibilities that you have now and create a solid documentation on how they are being done and who the contact people are.

You may also greatly help your manager and team if you can plan who will take care of your responsibilities when you are away, which tasks can be possibly automated and which can be put on hold. It is also a good idea to start ramping up your back ups at least 1 month before you set on leave. Of course do not forget to discuss your plan with your manager.

With this in mind, we invite you to do the exercise 1 & 2 in section 3 of your workbook. Please pause this video now and open your online workbook.

Keeping strong performance until the last day

With many things happening around you now, it's also becoming more challenging to stay focused at work. To clear your head from what still needs to be done for yourself and for the baby, we suggest that you now create your personal to-do list by engaging in the following exercise.

Exercise:

Please pause this video now and open your online workbook again.

Complete the 3. exercise in section 3: How to do a solid handover before you go.