



Left/Right Replacement Transitional Plan

Purpose:

Transitional management plans are a necessary component of a change management plan and presume the underlying is being well managed. The goals of a transitional plan need to be aligned to achieve the ultimate success for the City of Manor. This plan outlines the “hand-off” process that instills the goals, priorities, and strategies in one place for a successful “shift”, while ensuring that all tasks and duties are documented and passed on.

This transitional plan’s goal is to familiarize the new City Manager with City of Manor operations. The four (4) key components of the left/right replacement plan are: Introduction, Communication, Hand-Off, and Goal/Expectations these will assist in a smooth conversion for the City staff, City Council, Mayor, new City Manager as well as the current City Manager.

Transition Details:

Understanding the value of the role as City Manager is the first step in making a successful transition.

- Current City Manager
- Successor
- Start Date
- Mayor/Council

1) Introduction-

Throughout the first week (Days 1-5) the newly selected City Manager will “shadow” the current City Manager in all day-to-day activities.

(Day 1-5)

The incoming City Manager will schedule a time frame to meet with each department director/manager individually. They will discuss current obligations, projects, goals, and limitations within each specified department. Meetings with the Mayor and Council will be done individually as well for introduction purposes only, expectations and goals are set at another time regarding the evaluation process.

He/she will be attending all scheduled City Manager’s meetings including but not limited to staff, PID’s, MUD’s, ManorISD, parks committee, Chamber luncheons and board meetings, CIVStart, WW Treatment

Plant, as well as meeting with local businesses to establish a partnership within the community. Outside contacts shall be established at this time as well to integrate the succeeding City Manager as quickly and effectively as possible.

The current City Manager shall establish a measurable on-the-job checklist that offers guidelines for key activities that must be completed by certain dates to facilitate the progress. Knowledge of both explicit skills as well as implicit knowledge during the changeover is paramount for the left/right transition plan to prevail.

(Day 1-10)

2) Communication-

Both the successor and current City Manager will share the leadership qualities and skills of the department directors/managers for future expectations and goals. The current City Manager will assist with feedback, ideas, and processes to further assist the succeeding City Manager in establishing effective communication with staff.

The successor will meet with local, state, and other government agencies such as CAPCO, the Empowerment Academy, ManorISD, Texas Economic Development Council, etc., to ensure open communication and establish prosperous business associations.

(Day 6-10)

3) Hand Off-

Throughout the second week (days 6-10) the current City Manager will now “hand-off” leadership to the incoming City Manager. The new City Manager will lead the City on day-to-day operations, at the guidance of the current City Manager.

Feedback and consultation will occur between both Managers to assess the successors knowledge and capabilities. Both Managers will meet with the Mayor and City Council to update the progress on the left/right transition.

(Day 11-15)

4) Goals and Expectations-

By assessing management skills through evaluating their capabilities, propensities, and potential, the City Manager will meet with each director/manager on current and new goals for the City of Manor.

The successor will have in place a set of goals, expectations, and/or projects for his/herself to be attained within the next 60 days that will be presented to the Mayor and Council.

Completion of the transitional plan checklist will be signed by the current Manager, successor, and the Mayor.