



# How to succeed in the first 90 days of a new role

Thursday  
13<sup>th</sup> October  
2022



# Your Host Today...



**Pierre Noel**  
Career Development & Employee  
Experience Manager

# Antoinette Oglethorpe

>25 years of experience developing leaders in the Private Sector and now consulting with the UN System

- Speaker and Author on Talent Development
- Professional Career Coach and Counsellor

“[Career Conversations] provoke reflection insight, ideas and action. They keep the focus on the employee while helping them see things differently. And they encourage them to take ownership of their own development. They help them recognize possibilities.”

Antoinette Oglethorpe in “It’s Good to Talk - A Practical Guide to Have Career Conversations in the Workplace.”



# Poll

WHEN WAS THE LAST TIME YOU STARTED A NEW ROLE?



In the past 90 days



In the past 6 months



In the past 12 months



In the past 2 years



More than 2 years ago

# What you'll get from this webinar

---



'Take stock' of your strengths & vulnerabilities as you take up this new challenge



Develop strategies for getting up to speed more quickly and being successful in your first 90 days



Feel more confident, as you make the transition

# What We'll Cover in this Webinar

---



The Challenges of Starting a New Role



Getting off to the Best Start Possible



Successful Strategies for Your First 90 Days





# The Challenges of Starting a New Role



# Question



Last time you started a new role, what were the things you found most difficult? What were you most nervous about?

---

PLEASE TYPE YOUR ANSWERS  
INTO THE CHAT BOX



**A time of high risk for both you and the organization**

**Can feel like a  
situation where  
you're either going  
to sink or swim**





# How about if it could be something else?

---

An opportunity to step back, reflect, and explore the exciting prospect of starting a new role



Success is how you've grown and acclimatized yourself since your first day



You need to create a positive image right from the start

# Your most important focus is people

Gain the trust of your supervisor and your colleagues

Establish positive relationships within your own department and outside of it

Ensure you are able to do your best work



# Avoid these common failure points

---

Sticking with what you know

Falling prey to the 'action imperative'

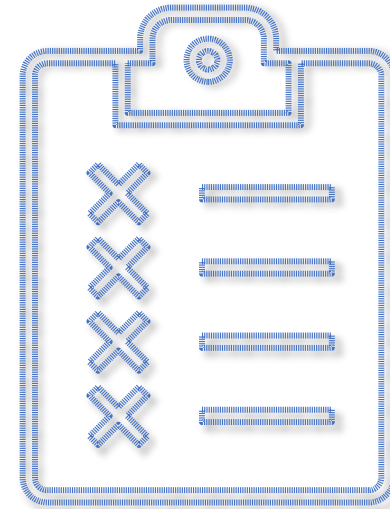
Setting unrealistic expectations

Attempting to do too much

Coming in with 'the' answer'

Engaging in the wrong type of learning

Neglecting horizontal relationships







Empowered lives.  
Resilient nations.



## Reflection

What has been useful about what we've covered so far?

What insights have you gained?

*Please type any comments or questions into the chat box*



# Getting Off to the Best Start Possible





## Question



What has helped you start in a new role before? Based on your experience of successfully starting a new role, what tips would you give others?

---

PLEASE TYPE YOUR ANSWERS  
INTO THE CHAT BOX

# Start Before You Start



- Contact your manager or HR and see if they have any recommendations for how to prepare
- Ask for reading material on the organization, department or project e.g. annual reports, recent memos, newsletters
- Revisit any job description or organization chart you may have received
- Make sure you are as clear as you can be on what your new role entails, and how it fits with the rest of the team and wider organization goals





# Give yourself permission to be the new kid on the block

Acknowledge from the start that it takes time to settle into a new role, and there is a lot to learn

Give yourself permission to learn, to lean on others and to ask questions

Behave as if you're  
still being  
interviewed

Show up every day  
thinking you need to  
prove you deserved  
to be hired





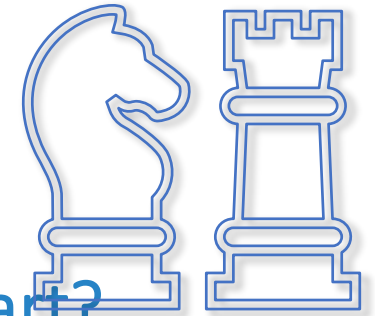
Be confident



# Create a Strategy & Plan for your first 90 days

---

- Imagine being 90 days into your new role and you have got off to the best start you could have hoped for.....
- What would that be like?
- How would you know?
- What would tell you that you had got off to a great start?
- What initial steps have you already taken?
- What have you done that's moved things in the right direction?
- What will you need to do over the coming days/weeks to ensure that you get off to the 'best start possible'?







Empowered lives.  
Resilient nations.



## Reflection

What has been useful about what we've covered so far?

What insights have you gained?

*Please type any comments or questions into the chat box*



# Successful Strategies for Your First 90 Days





# Eight Success Strategies

1. Create a 'learning agenda'
2. Clarify the challenge
3. Securing 'Early Wins'
4. Five conversations to have with your boss
5. Achieve Alignment
6. Build your team
7. Create Coalitions
8. Keep your balance

# Strategy 1.

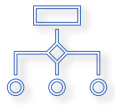
**Create a 'learning strategy'**





# Here are some things you might want to learn

---



A customized organization chart



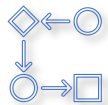
People to meet



Processes and procedures



Resources



Workplace culture and flow



Organization tour

# Questions to Answer

---

- Gather intelligence & avoid falling prey to the 'action imperative' (i.e. coming in with the answer)
- What do you need to know?
- Who will be good sources of information?
- How will you go about it?
- How can you accelerate your learning?
- How will you create time & space to learn?





**Strategy 2.**

**Clarify**

**the**

**challenge**

# Clarify the Challenge

---

- Why does your role exist and what is it designed to achieve?  
How will that benefit your department and organization?
- What are the challenges & opportunities that your new role presents?
- How is your team/organization performing? What is their level of energy/morale?





# Clarify the Challenge

---

What's needed?

- Are you 'starting up' something new?
- Is there a need for a radical 'turn around'?
- Is it a matter of realigning strategy/structure to suit today's challenges?
- Is it more a case of sustaining success...'raising the bar' enough to keep people sharp and the organization moving ahead?



# Strategy 3. Securing 'Early Wins'



# Securing 'Early Wins'

---

- Your early wins must do two things; they must help you build momentum in the short term, while also laying a foundation for achieving your longer-term business goals.
- What's important to the person who employed you? What can you do to make their job easier?
- What are your 'A-List' priorities? These should flow from the core issues/problems identified through your intelligence gathering.
- What 'focal points' in the organization would provide the most promising sites for 'early wins'





A photograph of two female healthcare workers, likely nurses or doctors, wearing white lab coats and black hijabs. They are seated at a desk, looking at a large document together. The woman on the right is smiling and pointing at the document, while the woman on the left looks on attentively. The background shows a clinical setting with a window featuring a metal mesh and a doorway labeled "GANC ROOM". The entire image has a light blue tint.

**Strategy 4.**  
**Five**  
**conversations to have**  
**with your boss**

# Five conversations to have with your boss

---

1. **Current situation** - how do both of you see the current situation?
2. **Expectations** - what does your boss need you to do, in the short and intermediate term? What will success look like?
3. **Style** – How can you, and your boss, best interact on an on-going basis? How will you communicate? Level of authority/autonomy, and decision making power? etc.?
4. **Resources** – what will you need to be successful? What do you need your boss to do to support you?
5. **Personal development** – how will your new role contribute to your personal development, and what development opportunities would support this?





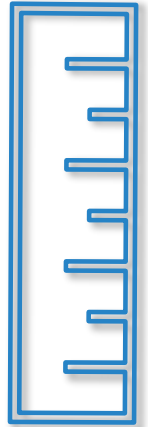
**Strategy 5.**  
**Achieve**  
**Alignment**



# Achieve Alignment

---

- How coherent is your organization's strategy?
- What are the strengths and weaknesses of your existing organizational structure?
- How are the core processes & systems of your organization performing?
- What skills or resource gaps have you identified?
- How aligned are your systems, structure, and skills with your strategy?
- What would need to happen to bring these core organizational elements into greater alignment?





**Strategy 6.**  
**Build Your Team**



# Build Your Team

---

- What criteria are you using to assess the talent in your team?
- How does the team you've inherited 'stack up' against this criteria?
- What personnel changes do you need to make?
- How will you go about this and still preserve the dignity of those affected?
- What performance incentives do you have at your disposal?
- How do you want your new team to perform? What roles would you like each to play in this?
- What leadership style will you need to adopt to get the best out of this team?



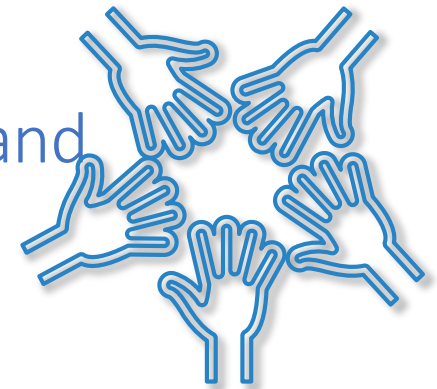
# Strategy 7. Create Coalitions



# Tips for relationship building

---

- Sort out the office politics
- Build relationships based on performance, not conversation
- Spot the high performers and mimic them
- Identify potential mentors within your organization and get to know them
- Be polite to the receptionist and assistants
- Turn competitors into collaborators





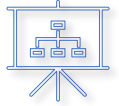
Strategy 8.

Keep Your Balance



# Keep Your Balance

---



Get organized and set good habits



Get support



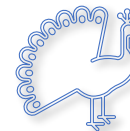
Drink water, eat natural and minimally-processed foods, and take time to recharge



Exercise



Ground Your Expectations in Reality



Keep a brag file



Stop and reflect



Plan your next steps



Empowered lives.  
Resilient nations.



# Reflection



What has been useful about what we've covered so far?

What insights have you gained?

*Please type any comments or questions into the chat box*





What remaining questions do you have?

# Thank You!



*Empowered lives.  
Resilient nations.*

For any further questions, reach out to us on:

**E-mail:** [career.development@undp.org](mailto:career.development@undp.org)

**Yammer:** Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>