



## **SUPPORTING NEW OFFICERS STEPS FOR SUCCESSFUL OFFICER TRANSITION**

### **BUILD RAPPORT & SET EXPECTATIONS**

Immediately following the election of new officers, reach out to the new officer to introduce yourself and to get to know one another. Additionally, during this conversation you should do the following:

- Exchange contact information
- Establish communication expectations (mode of communication, how often, etc.)
- Review the role of the officer and the advisor and share additional expectations for one another to ensure a successful working relationship

### **ASSESS STATE OF THE CHAPTER & POSITION**

Following officer transition and/or attendance at Pi Kapp College for Chapter Officers, touch base with your officer again to discuss the following:

- Strengths, weakness, and opportunities for the chapter
- Goals of the Executive Council for the upcoming semester/year, including what role the officer you advise will specifically play in assisting with these
- Strengths and weaknesses of the areas specific to your advisees position (e.g. budget, recruitment, etc.)
- Goals the officer you advise has set for his position, including what they are, what plan he has in place to achieve them, and how you can best support him in working towards them

### **COACH THROUGH FIRSTS**

Every new officer will encounter “firsts” during the beginning of their term in office. As their advisor, you can help them reflect and make meaning around these important milestones in their leadership role by coaching them through those experiences.

#### **Coaching Questions to Ask**

- How did you react to the situation?  
What was the outcome of the situation?
- What went well? What would you do differently?
- How can you prepare for the next time you encounter this situation?
- Provide them specific feedback on what they did well and what opportunities they have to more effectively handle the situation.

#### **Examples of Officer “Firsts”**

- Executive Council meeting
- Chapter meeting
- Time they don’t know the answer or make a mistake
- Missed deadline
- Accomplished task/project
- Conflict with another chapter brother/officer
- Program/event