

When a door closes: Open a window!

How to deal with change in leadership at your job

The only thing you can really do wrong is to do nothing.

- a. Don't panic
- b. This could be opportunity you have been waiting for.
- c. This could make the job less appealing and prompt you to consider leaving.
- d. In either case update/make a great CV

Prepare for change before new boss arrives

- e. Document current activities
- f. Bring all "handshake deals" to fruition
 - i. Nail down titles or responsibilities
- g. Take on new "**visible**" responsibilities
- h. Get involved outside department – committees, task forces, programs
- i. Get out of roles that are not productive or fun
 - i. Make time for projects that you would want to be involved in when new boss comes

Find out what makes your new boss tick.

1. Internet stalking
2. Papers written
3. Who do you know who know her/him
4. Don't stop at only the professional information
5. Where has she/he been successful in the past
6. What did your hospital hire this boss to do?

New Boss arrives.

- j. Realize new boss has little to no idea of department, their job or your job.
- k. First impression
 - i. Improve your first impressions
 1. Dress for job you want or like boss (Like likes like)
 2. People love to talk about self (gives more pleasure than food or sex)
 3. When starting an unscheduled interaction set short time frame. ("I just have a minute before I have to be") Increases comfort and decreases tension.
 4. Beware body language.
 5. Occasionally, letting other person finish your sentence. (makes people feel that you share viewpoints)
 6. Be a positive force. (Never be the complainer)
 7. Ask for a small achievable (non creepy) favor. (studies show new acquaintances like people that they have been able to help)

8. Be present- door open, be seen
 - ii. Don't wait for boss to find you.
 - iii. Self-promote at all opportunities. – weekly meetings/hallway interactions
 - iv. Discuss what you do in your boss's language
 - v. Say yes to any project/task you can in the areas you are interested in.
 1. Avoiding time sucks and failures
 - vi. Don't get into handshake deals with new boss.

Timeline:

- l. Week 1-2 - Boss knows your name
 - m. Month 1-2 - Have you successfully informed your boss what you do?
 - i. Do you know what makes your boss tick?
 - n. Month 2-4 - Open lines of communication
 - i. Shared project, shared experience
- Goal - become a **resource** then become **trusted** then then become **invaluable**

Websites:

- 1) For CVs : <https://journal.practicelink.com/featured/the-qualities-of-a-winning-physician-cv/>
- 2) General advice: <https://www.cordem.org/i4a/pages/index.cfm?pageid=3634>
- 3) Getting ahead: <https://www.forbes.com/sites/erikaandersen/2013/04/04/7-things-you-can-do-to-make-your-boss-think-youre-wonderful/#5e7942f34e7f>