



Transition Planner for Performance Consulting

This job aid is for the head of a training department that is looking to shift the department's focus to performance improvement. As with any change, this transition is most successful when planned and slowly integrated.

The answers you provide while completing this planner help you understand where your department is now, what changes you hope to achieve in the transition, and how your department's mission will change. The completed job aid then provides a model for your planning strategy.

For a smooth transition from training to performance improvement, make a plan. Never make sudden changes. Be sure to work into your plan's time frame a transitional period that will cover a sufficient amount of time. Here's a model for your planning strategy.

1. What is your position in the training department? State your title and write a short description of your duties and responsibilities.
2. Why is the training department changing its focus to performance consulting? List up to three reasons and include a short explanation with each.
3. As a stakeholder, what prompted you to agree with the change or go along with it?
 - a. How will you change your perceptions and behaviors to prepare for the role of performance consultant? List up to five examples for each.

Perceptions: _____

Behaviors: _____

- b. How would you compare your current responsibilities as a trainer with those expected of a performance consultant?
4. What do you perceive are the six major differences between training departments and performance consulting departments?
5. How do you define your training department's current purpose? How would you redefine it according to your preferences for the performance consulting center?
6. What will you do to effect change?
 - a. Select a new name for the department:
 - b. Select new titles for training department staff:
 - c. List performance consulting competencies and abilities that staff should have:
7. Write a new mission statement for the department that takes into account the results of an organizational scan.
 - a. Define your department's criteria and parameters for accepting performance consulting projects.
 - b. Specify the products and services your department will provide.

- 8.** List the department's new goals and objectives and include links to corporate goals and objectives.
- a.** Describe corresponding steps to achieve the department's goals.
 - b.** List general guidelines for implementing these steps and any other guidelines for change.
 - c.** Describe both the internal and external barriers to change that you expect to encounter and for each describe ways you can overcome those obstacles. Refer to specific strategies for change management.