

On January 20, 2017 a new President will take office. As a human capital leader, you have a critical role to ensure a successful administration transition. Your leaders are counting on you to provide advice and guidance, effectively manage the human resources operation, ensure compliance, and prepare the workforce for a new strategic direction. Although inauguration is a day, transition is an ongoing process and each phase has unique requirements, which are outlined below:

Human Capital Focus Areas:

- ✓ Inform and educate the transition team and new administration on the size and make up of your workforce
- ✓ Ensure knowledge transfer from transitioning employees to new teams
- ✓ Acculturate and engage new appointees into Federal service—many for the first time

Key Relationships:

- ✓ Chief of Staff—to prepare your organization to hand off from one administration to the next
- ✓ Chief Financial Officer and Performance Improvement Officer—to communicate a unified message on mission and people
- ✓ CHCO Council and your Human Capital Team—to stay on top of emerging issues and ideas

FMP'S QUICK TRANSITION TIPS FOR HUMAN CAPITAL LEADERS

Pre-Election-Planning	Post-Election-Transition	Post-Inauguration-Handover
<p>Prepare For Transition Team</p> <ul style="list-style-type: none"> • Provide overview of workforce structure and trends to Transition Officer • Share dashboards and graphics of organization and workforce key themes • Meet with CFO and PIO to ensure consistent messaging 	<p>Support Transition Officer</p> <ul style="list-style-type: none"> • Engage Transition Officer to identify emerging issues • Create connections between Transition Officer and key agency personnel • Maintain open lines of communication and engage stakeholders early and often 	<p>Support New Leadership</p> <ul style="list-style-type: none"> • Identify top human capital priorities for first 90 days • Help leaders prepare and develop leadership strategies for their organization • Facilitate relationships across government to support strategy
<p>Prepare for New Appointees</p> <ul style="list-style-type: none"> • Update orientation programs • Coordinate with onboarding organizations • Prepare streamlined timeline for onboarding 	<p>Welcome New Appointees</p> <ul style="list-style-type: none"> • Create a great first impression with streamlined, updated Standard Operating Procedures (SOPs) and materials • Focus orientation on mission and culture integration 	<p>Prepare to Lead</p> <ul style="list-style-type: none"> • Focus on preparing organizational leadership: Executive Resources and Labor Relations • Focus on personal leadership: Performance Management and Diversity and Inclusion
<p>Prepare Departing Employees</p> <ul style="list-style-type: none"> • Prepare for executive hiring moratorium by conducting comprehensive review of SES requirements • Prepare retirement processing • Ensure staff availability to provide required support 	<p>Transition Departing Employees</p> <ul style="list-style-type: none"> • Recognize careers and accomplishments through formal ceremony • Ensure smooth transition from Federal service through excellent benefits service 	<p>Transfer Knowledge</p> <ul style="list-style-type: none"> • Create new leader transition briefings • Create welcome videos from departing leader to new leader • Create knowledge transfer portal to house SOPs and formal transition memos
<p>Culture—Prepare for Ambiguity</p> <ul style="list-style-type: none"> • Prepare strategic communications framework • Provide regular information on transition to workforce 	<p>Culture—New People and Ideas</p> <ul style="list-style-type: none"> • Provide regular information about new personnel • Prepare strategic communications plan 	<p>Engagement—Connect People to Each Other and Mission</p> <ul style="list-style-type: none"> • Execute strategic communications plan • Communicate key leadership messages

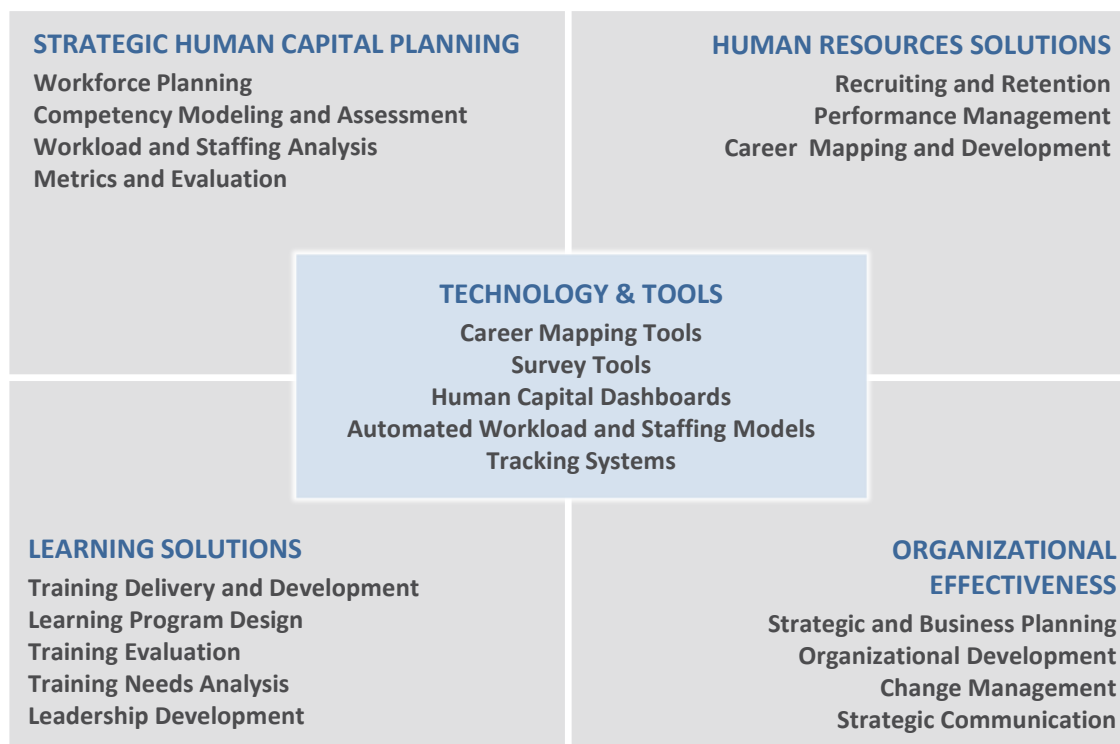


ADDITIONAL RESOURCES

- **Presidential Transition Directory:** <https://presidentialtransition.usa.gov/>
- **Partnership for Public Service - Center for Presidential Transition:** <http://presidentialtransition.org/>
- **Federal Chief Human Capital Officer (CHCO) Roadmap Release:** <https://vimeo.com/87226398>

ABOUT FMP CONSULTING

FMP is a management consulting firm that serves clients in the public and private sector. Since 1991, we have been committed to making our clients' lives easier through strategic, flexible solutions that deliver real results. We are not 'typical' consultants: we treat our clients' challenges as our own and we strive to earn their utmost trust by collaborating every step of the way. We pride ourselves on ingenuity and can confidently say that no matter the obstacle, the FMP team will "figure it out!"



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Patriot Award
2010



Helios HR Apollo
Award 2013



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