



## Transitioning to a New Role: 6 Tips for a Smooth Handoff

By Stephanie Keep

**E**veryone knows that [Office manager is the best job ever](#). And one of the best things is that it offers you so many chances to learn and evolve—sometimes right into your next role.

Moving on can mean taking on a new position in your current company, or it can mean stepping into a totally new environment. Either way, you know there's one thing that's always the same: the job handoff.

Here are some tips that can make for a smooth transition when you pass the torch:

**Set up a vendor meet and greet.** If you can, be the bridge that connects old and new. Invite your vendors to meet the new office manager so they don't miss a beat once you're gone. Brief the new office manager on who does what, how to best work with them, and anything to watch out for.

**Give them a project update.** Help the new you out with a thorough project review. For each project, they'll need to know the major players and what each does for the project. Also share the timeline, and let them in on any tricky bits they may have to deal with later on. Any delays? Cover those, too. And of course, no big project is complete without a celebration, so let them know what you've planned!

**Share schedules.** Not your own, but for events, new hires, and vendors. Also include those details that make all the difference. If deliveries for the whole office get dropped off at the front desk and you have to sort them by floor, that's something to pass on! Let your new recruit

know about all cleaning schedules, vendor deliveries, and garage closures. They should also know about office events they'll manage after you're gone, as well as any new hire involvement they should be ready for.

**Prepare for those trying times.** Security and emergency procedures aren't usually the part of the job anyone looks forward to, but they're key to know. Prep your newcomer on where the first aid kits are, who can be in the building after hours, where to evacuate in a fire, what to do if they see something suspicious, and all those things you handle that—if you list them all at once—make you feel like you should be wearing a superhero cape.

**Share your contact list.** One of the best ways to quickly be effective as a new office manager is to cultivate key relationships. Even if you aren't doing that consciously now, you'll be able to list them off quickly if you think about it. Let your newbie know how they can best ease into those new relationships from day one.

**Stay in touch!** If you're staying within the company and have bandwidth, be open to questions. It might feel like you're living in two different worlds temporarily, but rest assured that your generosity will only serve to put you in a good light. Moving to a new company? Consider inviting questions once you've moved on, but remember that not only are you taking on a new role—you're doing it in a new culture, where you'll need time to learn the ropes and cultivate new relationships. If you can swing it, great! If not, tackle this list and you'll leave your successor in a great place, with nothing on your horizon but your next big success. ■