



APRIL

8 - 15

**2024 TYA/USA NATIONAL  
FESTIVAL & CONFERENCE**

**ONLINE**

AT [WWW.TYAUSA.ORG/VIRTUAL24](http://WWW.TYAUSA.ORG/VIRTUAL24)



# Navigating Staff Transitions

## In Advance and In-the-Moment



**Calida Jones**

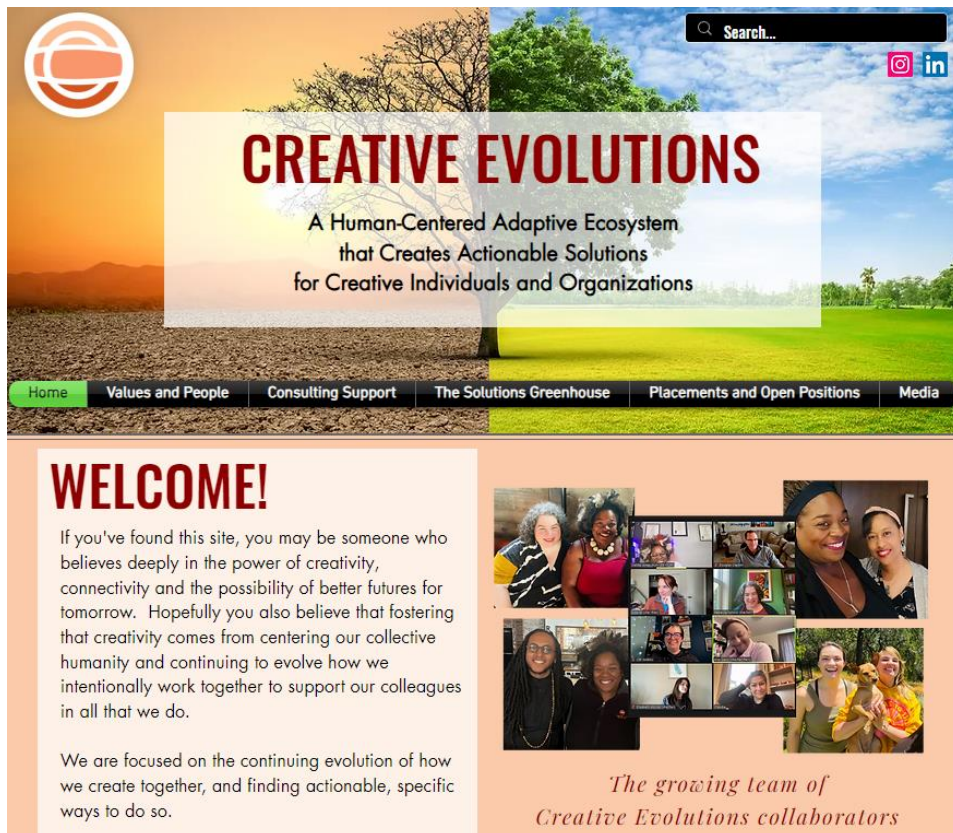
### **Creative Evolutions**

A Human-Centered Adaptive Ecosystem  
that Creates Actionable Solutions  
for Creative Individuals and Organizations



**Douglas Clayton**

# Welcome to the Creative Evolutions ecosystem!



The screenshot shows the homepage of Creative Evolutions. At the top left is a logo consisting of a stylized 'C' and 'E' inside a circle. To the right is a search bar and social media icons for Instagram and LinkedIn. The main heading is 'CREATIVE EVOLUTIONS' in large, bold, red letters. Below it is the tagline: 'A Human-Centered Adaptive Ecosystem that Creates Actionable Solutions for Creative Individuals and Organizations'. A navigation menu at the bottom of the header includes: Home, Values and People, Consulting Support, The Solutions Greenhouse, Placements and Open Positions, and Media. Below the header is a 'WELCOME!' section with a paragraph of text and a grid of photos of team members. The text reads: 'If you've found this site, you may be someone who believes deeply in the power of creativity, connectivity and the possibility of better futures for tomorrow. Hopefully you also believe that fostering that creativity comes from centering our collective humanity and continuing to evolve how we intentionally work together to support our colleagues in all that we do.' Below this is another paragraph: 'We are focused on the continuing evolution of how we create together, and finding actionable, specific ways to do so.' To the right of the text is a grid of photos of team members. Below the photos is the caption: 'The growing team of Creative Evolutions collaborators'.

**CREATIVE EVOLUTIONS**  
A Human-Centered Adaptive Ecosystem  
that Creates Actionable Solutions  
for Creative Individuals and Organizations

Home Values and People Consulting Support The Solutions Greenhouse Placements and Open Positions Media

**WELCOME!**

If you've found this site, you may be someone who believes deeply in the power of creativity, connectivity and the possibility of better futures for tomorrow. Hopefully you also believe that fostering that creativity comes from centering our collective humanity and continuing to evolve how we intentionally work together to support our colleagues in all that we do.

We are focused on the continuing evolution of how we create together, and finding actionable, specific ways to do so.

*The growing team of  
Creative Evolutions collaborators*

**One Hour Webinar**

**20-25 Min Overview**

**30 Min Q&A**



# Staff Transitions Roadmaps

## [CreativeEvolutions.com/Greenhouse](https://CreativeEvolutions.com/Greenhouse)



### In Advance Staff Transition Actions

**CREATE** positive work environments &  
**CULTIVATE** smooth transitions

- #1: Create a list of knowledge, skills, and relationships for each role.*
- #2: Consistently record duties and processes.*
- #3: Cross-training or job-sharing can strengthen resiliency, team collaboration, and creativity.*
- #4: Find opportunities to practice sharing responsibilities.*
- #5: Consider 'transition bonuses' and make people aware of them.*
- #6: Make consistent space in the schedule for transitions or disruptions.*
- #7: Invest in apprenticeships, internships, or training.*
- #8: Offer career-oriented professional development for current employees.*



### In the Moment Staff Transition Actions

to address the **REAL NEEDS**  
of the **TEAM** and your **CONSTITUENTS**

- #1: Celebrate accomplishments and transitions. Don't burn the bridge.*
- #2: Determine if you need to hire someone new or promote from within.*
- #3: Triad around the transitional role.*
- #4: Establish time, focus, and acceptance for things that will be dropped.*
- #5: Communicate the transition to external constituents to adjust expectations.*
- #6: Consider the capacity of the full team and beware overload.*
- #7: Compensate people for added work.*
- #8: Appreciate that transitioning in someone new takes time.*



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Staff Transitions  
**Main Ideas**



**Everyone Will Leave -  
and That's OK!**

**Pretending they will not leads into  
the productivity trap.**

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Staff Transitions  
**Main Ideas**

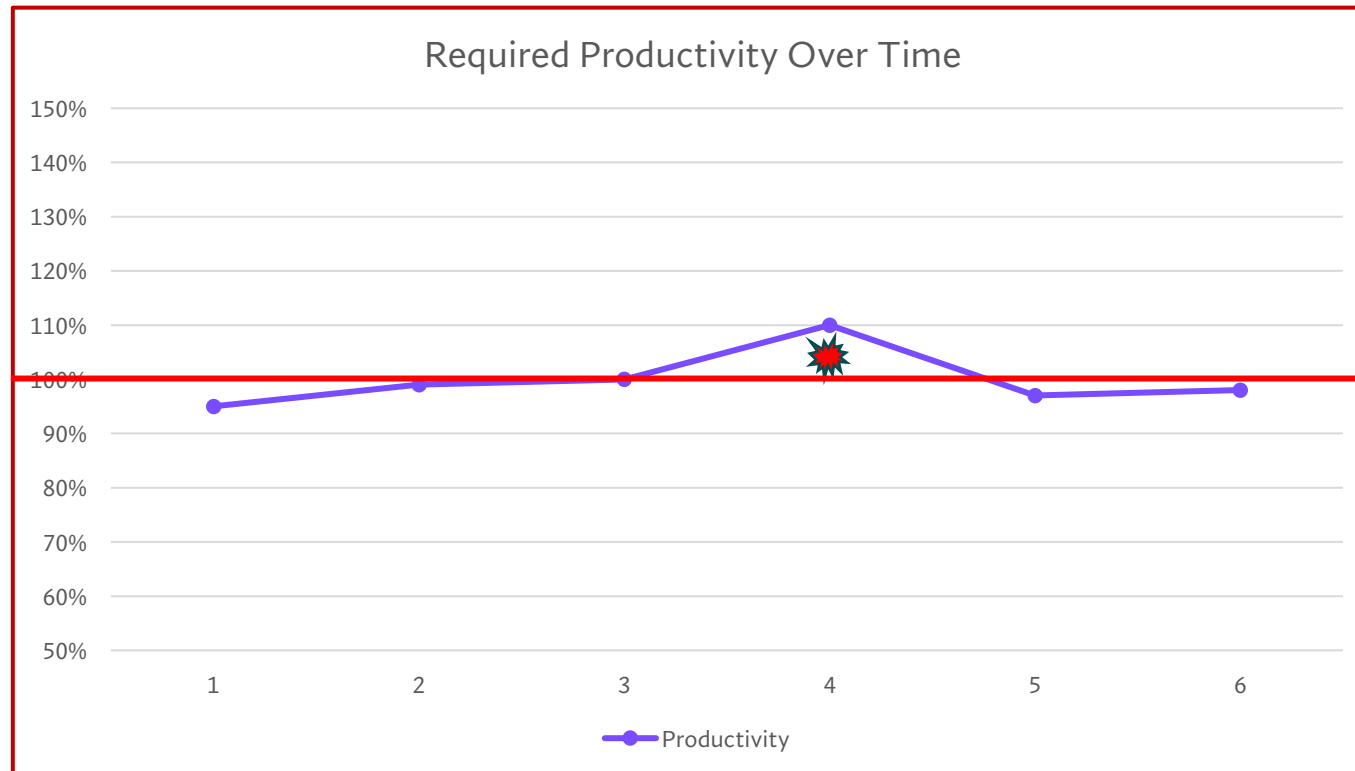


**Emphasizing Short Term Productivity  
over Humanity Does Not Help You!**

**&**

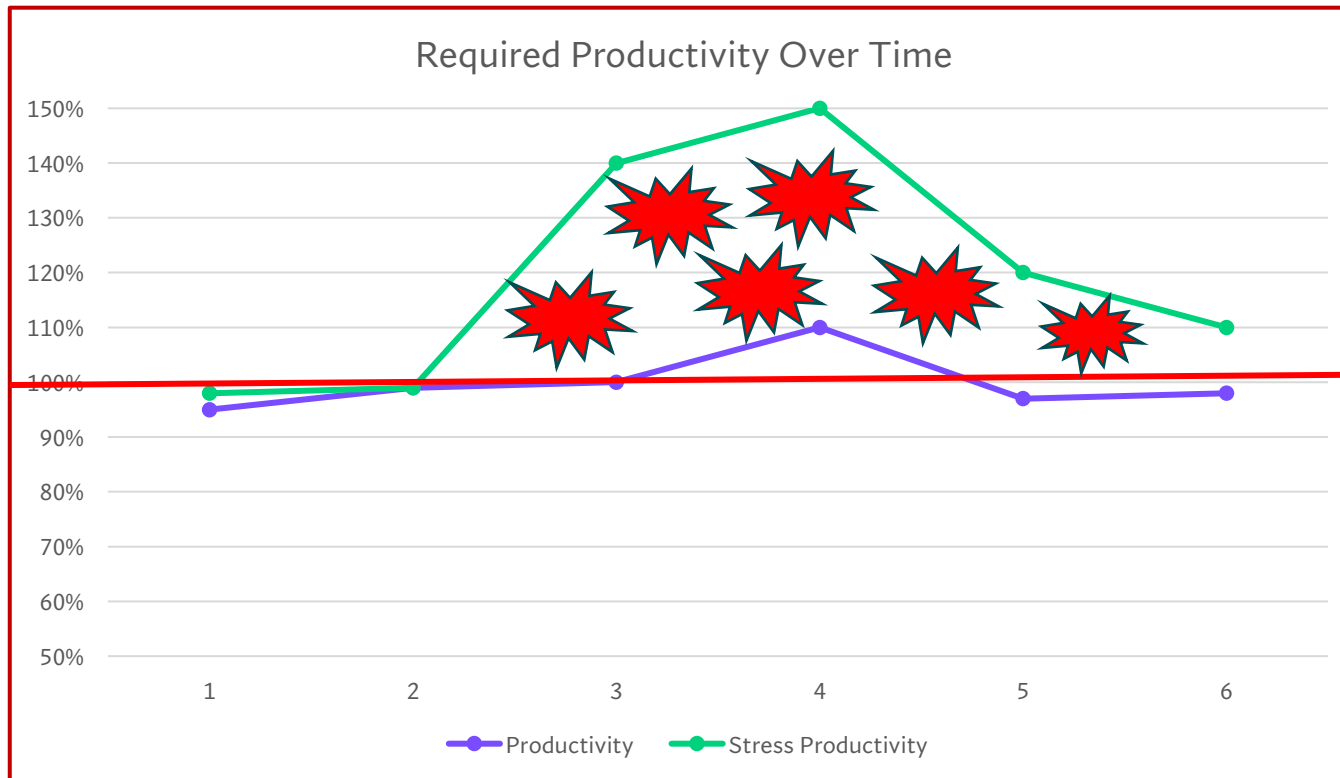
**Any Improvement  
Requires Resources.**

## Emphasizing Short Term Productivity over Humanity Does Not Help You!



**A team operating  
at maximum  
productivity.  
(already stressed)**

## Emphasizing Short Term Productivity over Humanity Does Not Help You!

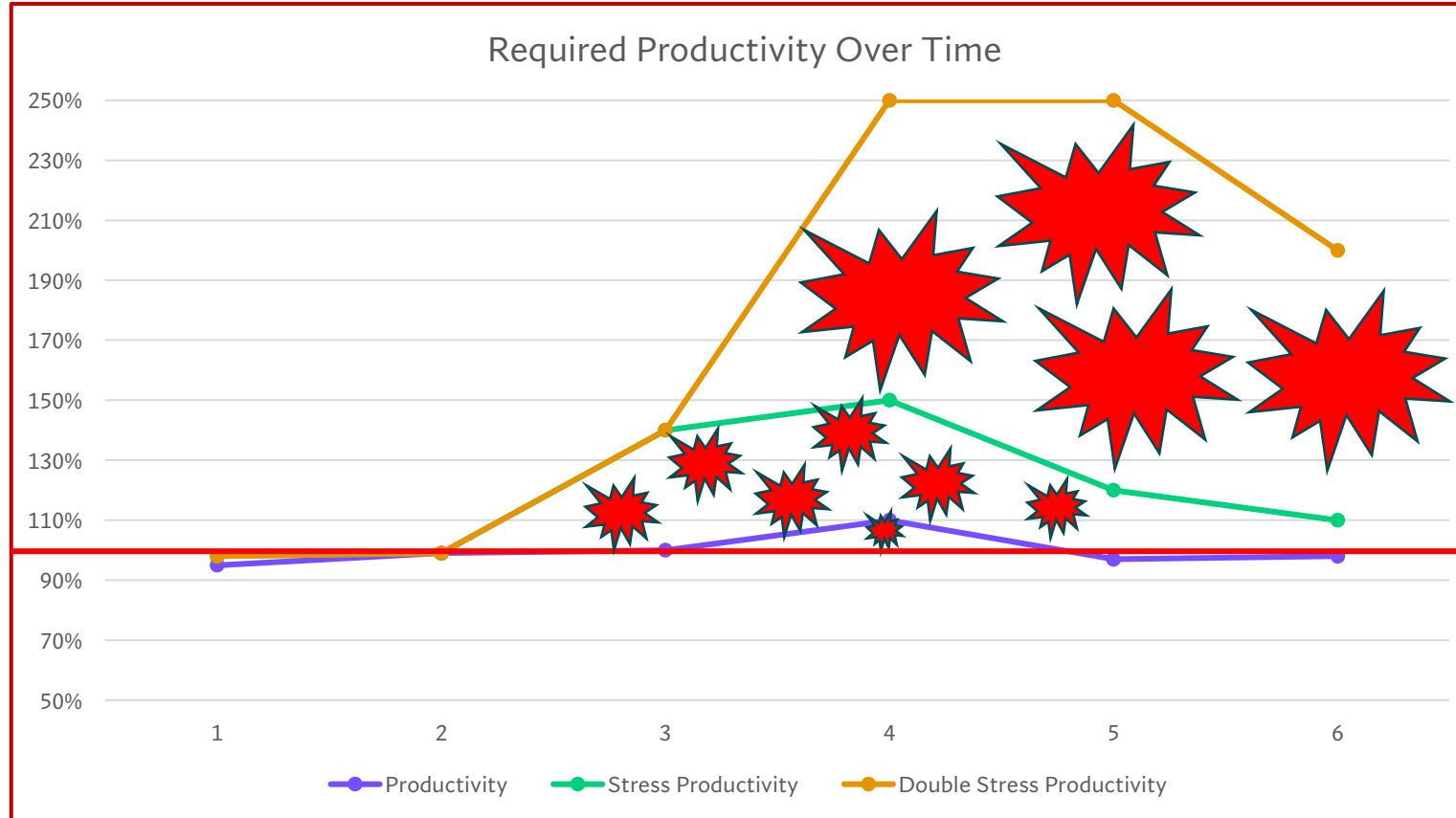


**A central team member leaves.**

**(Others become extremely stressed.)**



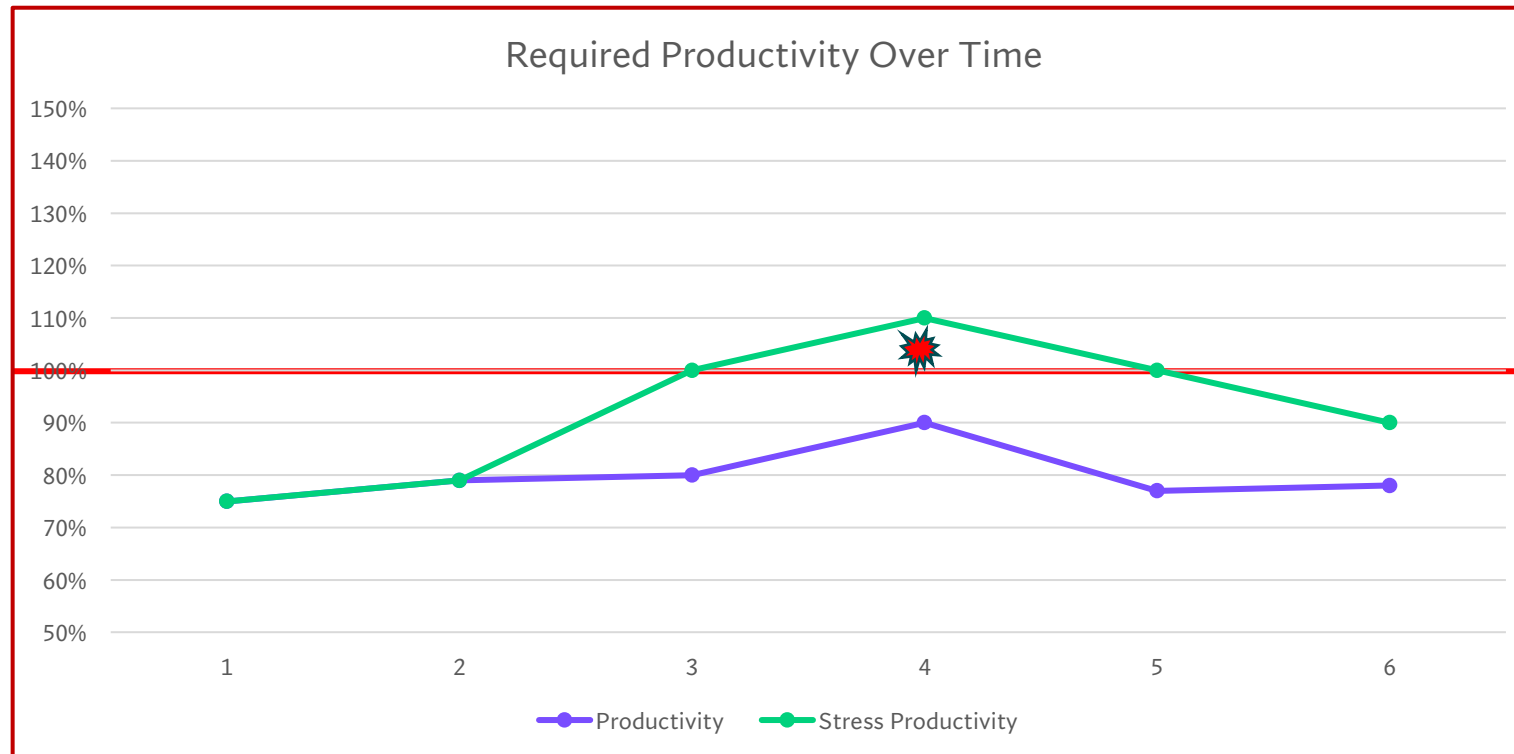
## Emphasizing Short Term Productivity over Humanity Does Not Help You!



**The person picking up the slack can't take it and ALSO leaves.**

**(The team goes into meltdown.)**

## Emphasizing Short Term Productivity over Humanity Does Not Help You!



**A team with  
capacity to  
manage  
transitions.**

# Staff Transitions

## Main Ideas – In Advance



### In Advance Staff Transition Actions

CREATE positive work environments &  
CULTIVATE smooth transitions

- #1: Create a list of knowledge, skills, and relationships for each role.*
- #2: Consistently record duties and processes.*
- #3: Cross-training or job-sharing can strengthen resiliency, team collaboration, and creativity.*
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**This sounds overwhelming. It doesn't have to be.**

**At the root is a culture where the top priority is helping each other do the work, and to grow as people.**

**A little bit at a time.**

# Staff Transitions

## Main Ideas – In the Moment



### In the Moment Staff Transition Actions to address the REAL NEEDS of the TEAM and your CONSTITUENTS

- #1: Celebrate accomplishments and transitions. Don't burn the bridge.*
- #2: Determine if you need to hire someone new or promote from within.*
- #3: Triad around the transitional role.*
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**Everyone Will Leave.**

**Take a moment to focus on the human beings and use the transition as a moment to emphasize support for the person leaving and the people staying and the new people coming in.**

**The work will get done. Mostly. 😊**

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## Staff Transitions

### Main Ideas



**Our organizations are there as **tools** to help **people** more fully realize their talents, to more fully help **people** in our communities.**

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# Staff Transitions

## **Main Ideas**



# Questions and Discussion



**Thank you!**



**Calida Jones**

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**Douglas Clayton**

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