



Leadership Assimilation

Date: _____

Name

- Joined
- Responsibilities at XXX Company Include
- Prior to Joining Company
- Academic Expertise
- Education

Development Objectives & Key Initiatives

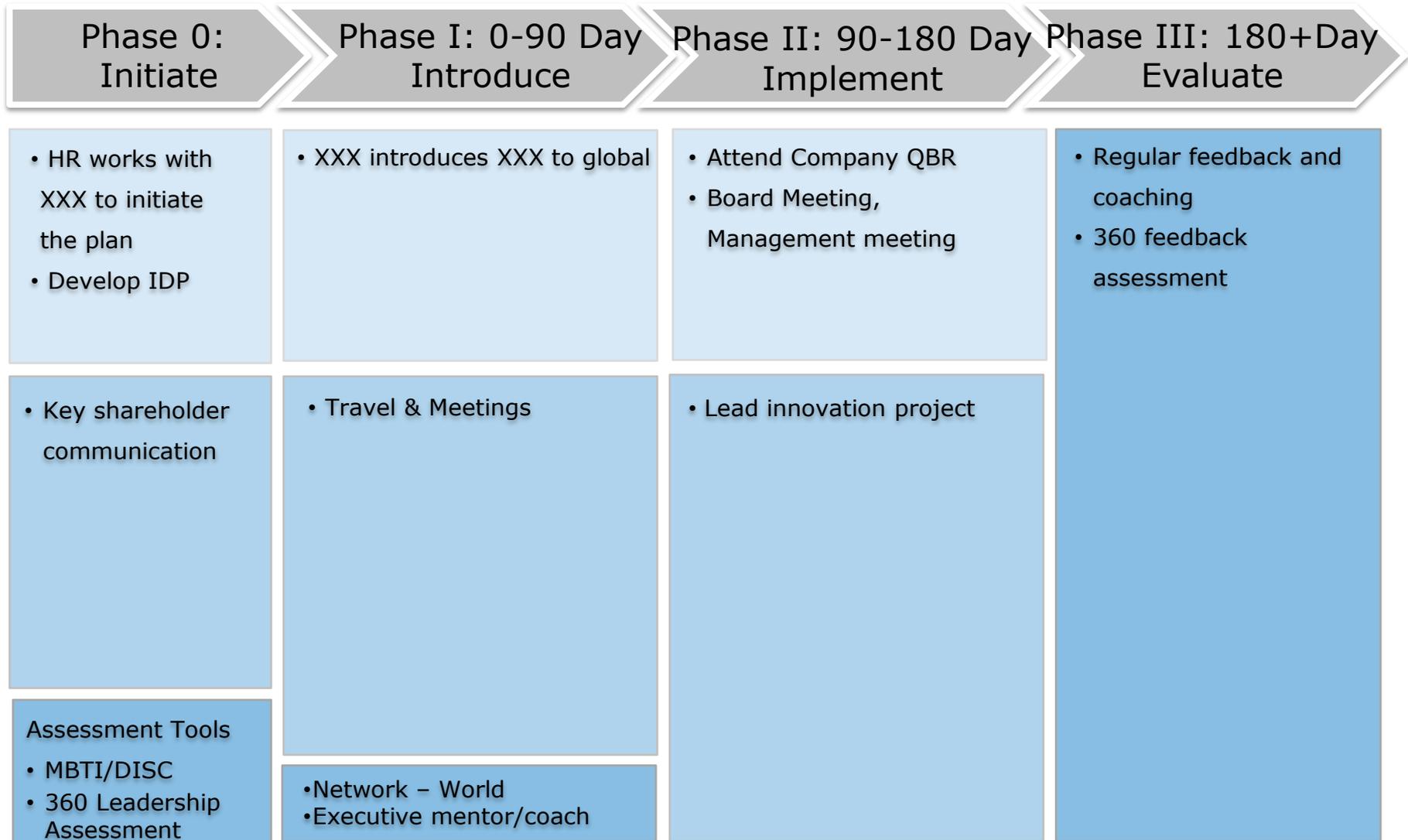
Key Initiatives

Build Relationship
With Key
Stakeholders

Understand
In-depth Company
& Business Culture

Develop
Leadership
Visibility

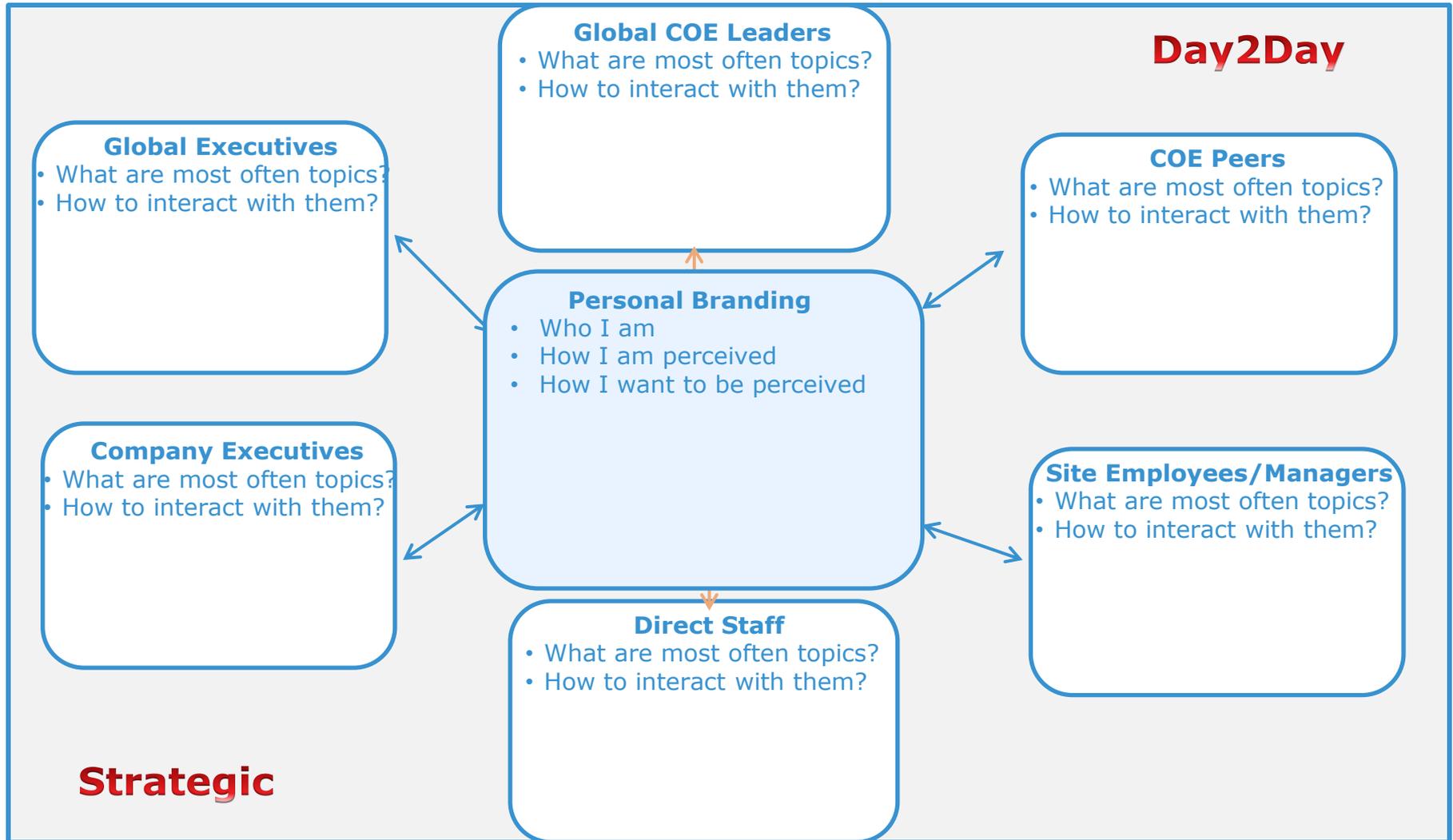
Program Timeline



Program Tracking

| Phase | Activities | Sam | Sandy | Lucy | Timeline | Status |
|-----------|---|-----|-------|------|--------------------------------------|--------|
| Phase 0 | Initiate the plan | | | | May 14 th | |
| | Review and discuss the plan among | | | | May 17 th | |
| | Share the plan with | | | | May 24 th | |
| | Leadership assessment & IDP | | | | Mid June | |
| Phase I | Attend | | | | May 6 th ~9 th | Done |
| | Introduce to staff meeting | | | | June | |
| | | | | | June | |
| | Announce XXX taking over key initiative | | | | June | |
| | | | | | | |
| Phase II | | | | | | |
| Phase III | | | | | | |

Manage Key Shareholders Expectation



Key Shareholder Relationship Assessment

| Category | Names | Impact | Close (Y/N) | Positive (Y/N) |
|----------|-------|--------|-------------|----------------|
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