

Ways to Help a Manager-in-Transition

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The MCMA Membership and Recognition Committee has developed the following guidelines for Members on how to assist a fellow Manager in Transition. All members are encouraged to contact fellow members who are in transition to offer support and encouragement.

Members also encouraged to let the MCMA Secretariat know of a manager who is in trouble or transition, so MCMA support can be offered.

This list is not meant to be exhaustive and individuals will have different comfort levels, but the bottom line is members have a responsibility to support one another. Managers in Transition often feel isolated or left behind, especially if they are not in the metro area, so reaching out and staying in touch with colleagues matters.

Ways you can personally help a Member in Transition

- Reach out to colleagues going through transition and ask what he or she needs.
- Realize that the time of termination and transition are extremely difficult, stressful and emotional for a colleague and that your colleague has likely been under intense stress for a while leading up to this.
- Attend the Council meeting where your colleague will be fired. You don't have to speak, but sometimes just having support in the audience can be helpful.
- Be willing to have a coffee, lunch or conversation and listen... especially as the time in transition grows longer. Realistically a manager can be in transition for six months to year. Many colleagues reach out in the initial weeks after someone is fired, but as the months go on, colleagues don't reach out with the same frequency or urgency.
 - You can reach out via email, phone or text, but don't underestimate the value of a handwritten and personal note.
- Offer to help your colleague practice an answer to "tell us what happened in your last position?"
- Offer to help your colleague practice interviews or prep for an upcoming recruitment, especially if you have more recent experience with interviewing and recruitment.

- Hire a member in transition for interim work or special projects. Income and continued work are important needs for someone in transition.
- When going to ICMA or MCMA conferences, invite a member in transition to share your room at no cost. While both ICMA and MCMA will waive conference fees, travel and lodging expenses are difficult for an MIT.
- Drop off a bottle of wine, a Growler, coffee or gift card for dinner. The gesture may seem small, but it is meaningful.
- Be positive, talk about “when” not “if” the colleague will return to work.
- Consider being a reference for a colleague or providing information on opportunities the colleague is pursuing.
- Become familiar with the resources that ICMA and MCMA offer Managers in Transition and encourage your colleague to take advantage of any resources offered by MCMA or ICMA.