

# **Hand Over Procedures for Positions in ECD**

In the process of handing over of a position to a new person the following items have to be considered as a minimum to avoid loss of important experience and information and to facilitate the transition. The handover process consists of a written handover document and one or several meetings between the outgoing and the incoming employee.

## **Written report:**

1. Personally developed SWOT analysis (strengths, weaknesses, opportunities and threats) within the area of responsibility.
2. Detailed job description for the position.
3. Organogram and contact information for colleagues.
4. List of important contacts inside and outside the country such as counterparts, church entities, suppliers, customers, banks, lawyers, auditors, government offices etc. (name, position, address, email, phone etc.)
5. List of materials to be handed over
  - a. Board minutes, correspondence, financial material, files, archives, etc.
  - b. Computer passwords and description of programs and files.
  - c. SDA Working Policy, manuals, staff handbook and relevant laws of the country.
  - d. An updated full year calendar listing all deadlines to be met.
6. List of relevant board and committee memberships including
  - a. Terms of reference and description of functions and responsibilities on the boards.
  - b. Pending issues and challenges of the boards.
  - c. Deadlines to be met by the boards.
7. Pending issues in actual job position such as
  - a. Personal plans and dreams not yet achieved.
  - b. Requests from administration, staff, boards, auditors, lawyers etc.
  - c. Requests from sub-entities.
  - d. Requests from next higher organization.
8. Plans/needs for the future
  - a. Improvements in procedures.
  - b. Staff changes (reduction or increase).
  - c. Financial dispositions.

- d. Human resource developments etc.
- 9. Any other information or tools that can be of help in the position.

**Oral report:**

- 1. Discuss the above written report in details.
- 2. Discuss work relationships and/or challenges with (some of which might be confidential)
  - a. Other church entities or church related entities.
  - b. Staff, employees.
  - c. Members, clients, patients, students, parents etc.
  - d. Supporting ministries and other ministries.
  - e. Outside entities (suppliers, neighbors, local governments, etc.)

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