

HOW TO SET UP YOUR TEAM FOR SUCCESS DURING YOUR EXTENDED ABSENCE

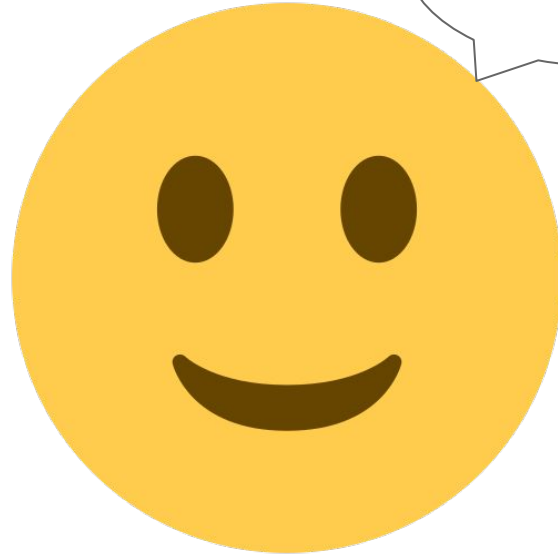
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WHAT IS THIS TALK ALL ABOUT?





Can I do it?



Yes you can!

CONCERNS

Progress towards team goals

Team productivity & addressing blockers

Progress towards career goals

Stakeholder connections

STEPS WHICH YOU CAN TAKE TO
SET YOUR TEAM UP FOR SUCCESS

Map out areas you would need coverage on

<u>Activity/Task</u>	<u>Person in charge</u>
Running meetings	Person A
Stakeholders management	Person B
Engineering decisions	Person C
Day to day management of tasks: leave requests, expense reports etc	Skip-level manager; peer manager
Reports career checks	Skip-level manager; peer manager

Let the team know in advance

Delegate! Delegate! Delegate!

Set up an out of
office document



Nisarga

Markandaiah (you) ●

Engineering Manager | Interim

PM @ Intl Search

She/Her



OOO [Coverage plan: [go/nisargaooo](https://go.nisargaooo)]



CONTENTS OF THE OOO DOCUMENT


- Summary 

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- If you have questions



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CONCLUSION

THANK YOU