

NOVEMBER 2025, v1.0.

HANDOVER GUIDELINES

THRIVE

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Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.

Otherwise, let the #wiki Slack channel know.

Resource
Leave Application Form
Notice of Intention to Terminate Form
Wiki Document Tracker Progress List

Task Handovers

Applying for Leave and Resignation

Before going on leave or resigning from the THRIVE Project, you will need to fill the correct form. These are:

- **Temporary Leave:** Leave Application
- **Resignation:** Notice of Intention to Terminate

See the below table for when you should notify us.

I'm applying for:	Notify us:
Leave (less than 14 days)	**14 days** in advance.
Leave (more than 14 days)	**30 days** in advance.
Resignation	**30 days** in advance.

This will help us plan for your absence.
If you do not notify us ahead of time, we may not be able to approve your leave.

NOTE: For leave requests (of more than 14 days), or resignation, please send an email to hr@strive2thrive.earth.

Handover Process

Once you fill in the appropriate leave / resignation form, you will need to give any tasks you are working on to another THRIVER.

Team assistants can assist in the task handover process by communicating the **requirements of task handover** and **assisting to find a replacement Thriver. You may train multiple people.**

To this end, you must make sure:

1. Relevant documentation is up to date to reflect the latest processes.
    a. Give relevant documents and files to the person you are handing over to.
        i. For Wiki files, download them, then send them through a Slack message..
2. You train the replacement Thriver for the role or task (over the course of a month minimum)
    a. This will require several sessions. Explain to them:
        i. How to complete each task.
        ii. Where more information can be found.
        iii. Give them a chance to complete the tasks and give feedback when necessary.
        iv. Point them to other people that can help when you're not available.
3. The replacement THRIVER is capable and willing to complete the new task or role. If not, you may need to find another person.

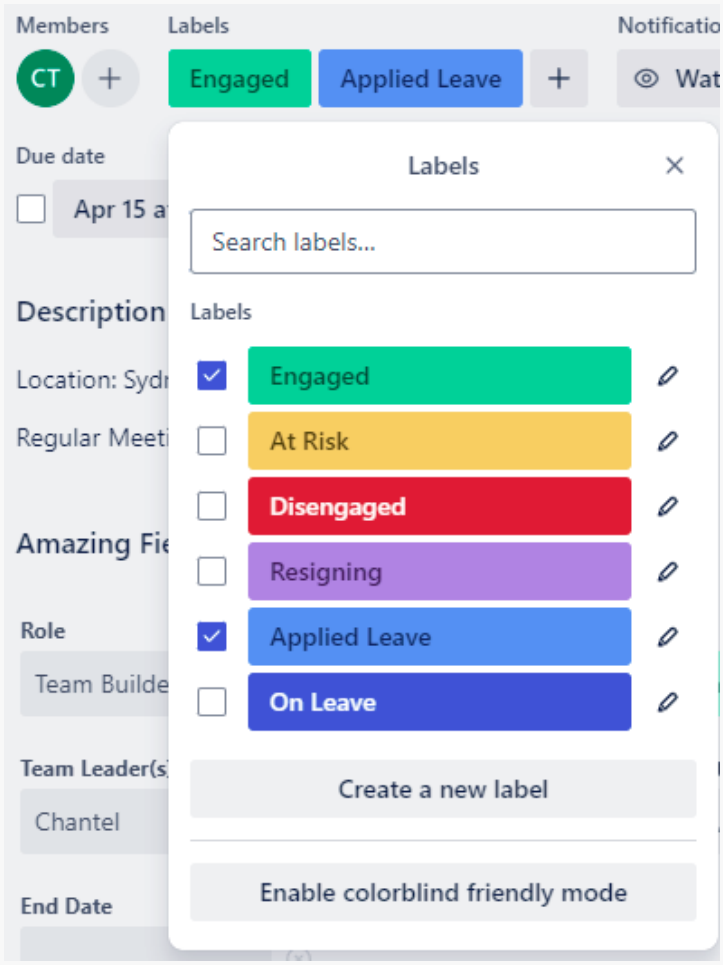
Handover is not a 1 day affair. Typically handover takes place over a period of a month whereby the newcomer takes over the role.

The incumbent is to train the newcomer until they are competent at the task. Incumbent supervises the replacement in meetings and such.

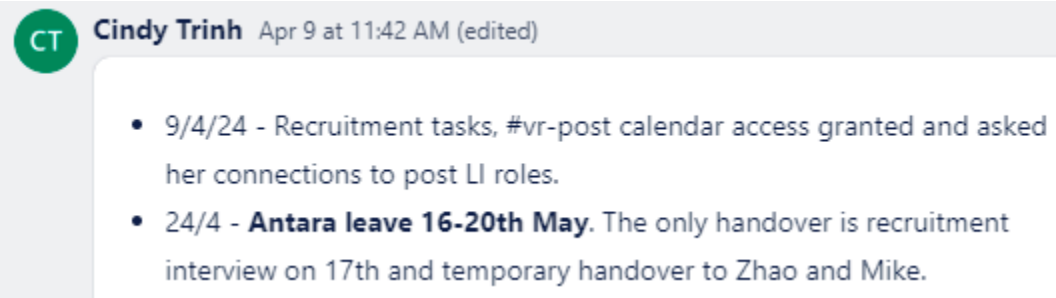
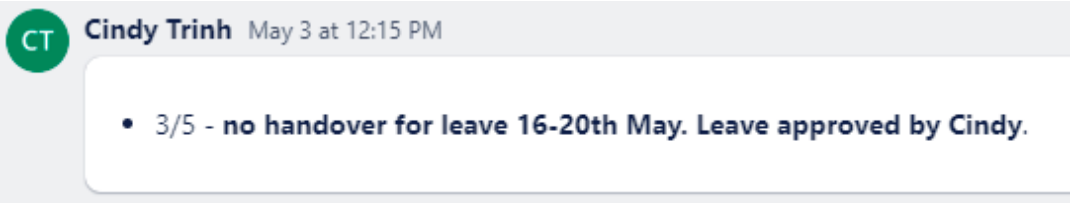
The newcomer should have updated guides and training provided and be telling the incumbent (and the TA in charge) that they are satisfied they can do the task before the incumbent finishes up.

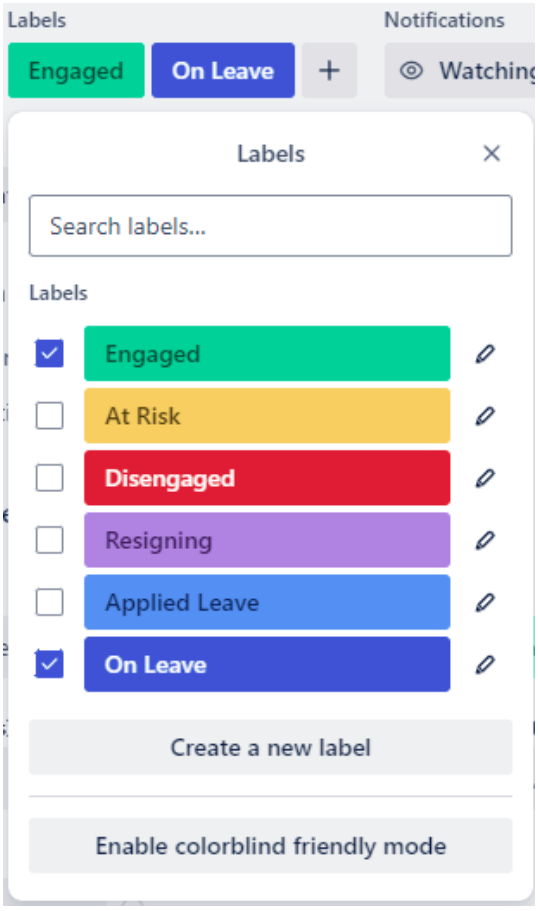
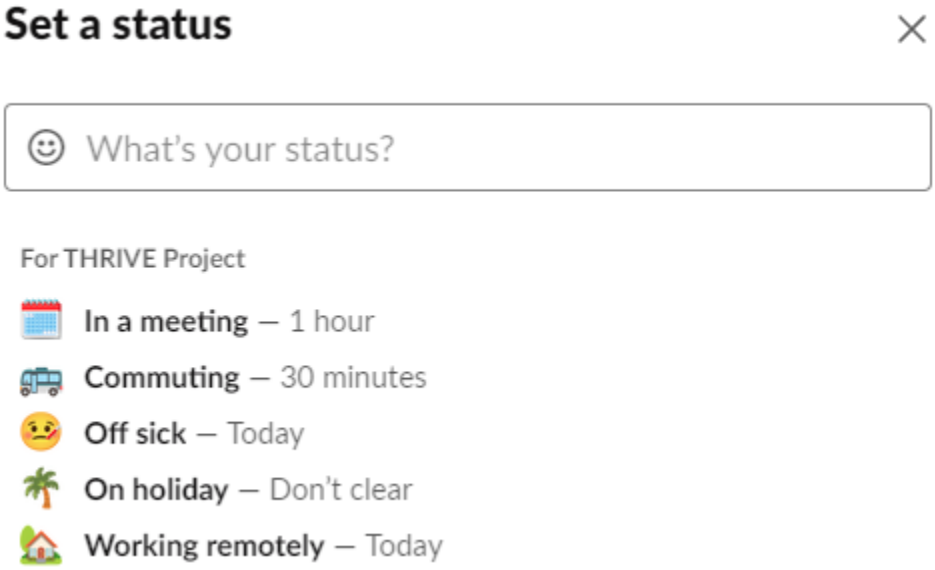
Note that the newcomer will need to run sessions as the primary with the incumbent present, until they are competent to deliver the same without the incumbent present.

Handover Checklist for Team Assistants

Steps	Notes
1	Contact leave applicant and confirm the details of their leave: • Leave request date, leave start date, leave end date and duration of leave. ○ E.g. “Hi @, You have submitted leave on xx/xx/202X from xx/xx/202X (leave start date) to xx/xx/202X (leave end date) for X days (duration of leave). Is this correct?” • List of tasks (and for what teams) to be handed over, and thriver replacement taking on the tasks for the duration of the leave (or permanently in case of resignation) • List of tasks to be completed before or after leave. • Training plan (for a month minimum) for the replacement thriver (if they haven’t done the task before) to ensure their competency to take on the tasks. • Resources and access granted to replacement thriver. • Provide the leave applicant this Leave/Resignation & Handover Checklist. • **Add the ‘Applied Leave’ or ‘Resigning’ label on the leave applicant’s Trello card** 

	Example of a handover list for Social Media Lead (SML): • Editing the Podcast series, Thriveable Life (Not Future that's Justin) --> handed over template/files to @Justin • Managing the Twitter --> @Steve • Managing the LinkedIn --> @Steve • Creating graphics for: Sustainable Tips, International Days (The non-reel days), Monday Quotes, Blog Promotion Thursday --> @Teresa No need to worry about 90% of Jan content. Needs advertising for Feb Webinar. @Lillian creating Social Media graphics document/guide. • Webinar promotion graphics, particularly Speaker promos --> @Teresa but as a whole is everyone's responsibility in Social Media. @Lillian is making a document/guide right now on making the said Webinar content that she did in the past. There are a lot of templates so it will make things easier. • Creating calendar for the month in the Social Media Calendar & Content Lab --> created new calendar/content lab that is different approach to old one and avoiding blanket captions. @Samira @Louise @Raquel • Leading the Social Media meetings --> @Raquel
2	Contact thriver replacement and confirm: • If they've agreed to receive handover • If they're aware of the leave duration and/or resignation • If they know what the tasks entails ○ E.g. "@ said you'll be managing the calendar in scheduling meeting time changes and help find suitable meet times, etc. Is this correct?" • If they feel confident to handle the task in the incumbents' absence • If they have access to a guide or know who to contact should they run into issues while undertaking the tasks • If they have begun training with the incumbent and know what their training plan/handover entails

3	Monitor the handover process. Contact both the incumbent and thriver replacement once or twice per week leading up to the incumbent's leave date: ● Confirm the progression of the thriver replacement's readiness with the incumbent. ○ What tasks have they been informed of? ○ What resources do they have access to? ○ Does any permissions to tools and resources need to be granted? ● Confirm replacement's readiness and confidence with: ○ What tasks can they do? ○ What resources do they have access to and if they know where to find them. ○ Are there any permissions for tools and resources they need granted? ○ When will their training be completed? ● Is there anything TA/TB can assist with? ● **Update both thrivers' Trello cards as you monitor the handover progress.**  CT **Cindy Trinh** Apr 9 at 11:42 AM (edited) • 9/4/24 - Recruitment tasks, #vr-post calendar access granted and asked her connections to post LI roles. • 24/4 - **Antara leave 16-20th May**. The only handover is recruitment interview on 17th and temporary handover to Zhao and Mike. ● The sooner the leave start date, the more you should contact the leave applicant/resigner to finalise their handover. ● **Update the #_teambuilders on the handover process.**
4	Confirm completed handover when replacement thriver can competently complete the tasks assigned. ● When step 3 is completed, the TA can mark the handover process as completed. ● TA/TBs can request for the leave to be approved in #_teambuilders if the leave is more than 14 days. If the leave is less than 14 days, and the TA/TB approves, they can mention in the channel e.g. "I have approved of @name's leave as the details of their handover is as follows…" ● Update the thriver's Trello card on the status of their leave. i.e,  CT **Cindy Trinh** May 3 at 12:15 PM • 3/5 - **no handover for leave 16-20th May. Leave approved by Cindy**.

5	Once the thriver is on leave, update their Trello card labels to reflect this status. You can remove it once they have returned.  Remind the THRIVER to update their Slack status to say they are on leave / resigning (and show them how to do so if needed), i.e: 

Finding a Replacement Thriver

If you do not have any potential replacements in mind, you may ask a Team Assistant in the #team-assistants Slack channel for assistance.

Alternatively, if you are a Team Assistant looking for a replacement, you may search the following items:

1. **AR-Subset**
    - **Thrive Member** tab: Review latest updates on possible replacement Thrivers
    - **Weekly Summary** tab: Check the current availability and if they have time to take on new tasks
2. **Tribe Overview Subset**
    - **Overview** tab: Review the **Role** and **Qualifications** columns
    - *Note other tabs in this spreadsheet are not updated as of May 2023.*

You can also ask other Thrivers for guidance on this, if needed.

Version Control Information

Updated by: (@name)	Version Number	Update Description	Reason	Date (as dd/mm/yyyy)
@Justin	**v1.0**	Split Handover Guidelines from Team Assistant / Team Builder Guidelines	High demand for handover guidelines.	**05/11/2025**