

Surviving your Notice Period and Leaving on a High

You have worked hard in your current role, done a good job and now it is time to move on. You have dealt with the inevitable counter offer and stuck to your guns (knowing that over 80% of people that accept a counter offer from a current employer end up leaving within 6 months anyway). You are looking forward to starting your new job, but first you have to work your notice. This can be a tricky time, however it is important to manage this situation, maintain your professionalism, and leave your current employer with a lasting good impression.

Below is the People Marketing guide for surviving your notice period

Surviving your Notice Period

Once you have handed in your notice it is normal to feel a variety of emotions ranging from doubt, guilt, relief and excitement. Your employer however will still need you to work out your notice, and may ask you to assist with recruiting or training your replacement.

This can seem strange but your attitude to work should be no different to its usual high standards, right up to the time you walk out of the door for the final time. You never know when you may work with these people again and it is important to leave them with a good lasting impression, and remain loyal to the end.

Isolation

This can be an isolating time as you will be excluded from certain conversations, meetings, emails and decisions which previously you would have been part of. This is to be expected so try not to become paranoid. Remember it was your choice to leave, and the team are going to have to proceed without you. It is not personal.

Junior members of staff may be worried about the impact of your leaving, especially if you have been there for a long time. Colleagues may feel let down, disappointed or even personally hurt. It's important to stay positive, reassure other members of staff where possible and above all don't gloat.

Planning your Exit

Make a project plan of what needs to be accomplished before you leave, to help give structure to the notice period. Schedule a time with your employer for handing over tasks, leaving enough time to go through any handover with staff, any training that may be required and any potential problems.

Don't Burn your Bridges

Managing your exit well means the door is left open, should you ever want to return in the future. When co-workers and managers ask about your future plans, answer the question politely but don't go overboard about how happy you are to be leaving, how much more money you will make and or how long you have been looking to leave. Play it safe and don't rub anything in anyone's face – Remember this could be the last impression your employer has of you to base any future reference on.

Manging Clients

As much as you may want to let your clients know that you are leaving, make sure you speak to your manager first and ascertain how they want your leaving to be handled. Respecting how the management want your leaving handled will go a long way to showing loyalty and respect for your team.

Exit Interview

Many companies will invite you to attend an exit interview to explore the reasons for your leaving. Always be professional and polite, and be clear about your reasons for leaving. It is always better to give positive reasons for leaving (e.g. career progression or personal development) rather than focus on the negatives in your current role. Constructive comments are fine, but avoid the temptation to slate co-workers or your boss. Keep in mind 'what can be gained by criticising co-workers or the organisation? Once again the aim is to leave a positive impression of yourself.

Final Thoughts

If you are that stuck for things to do whilst working out your notice remember the phrase 'Anybody want a cup of tea?' ...goes a long way.