

Gender Transition planning Tool

- Transition is unique to every individual.
- Transition is a life-long process, not an event

Tool for :

trans co-workers, their managers, and the People & Culture (P&C) team in the Unit

Educate the team regarding LGBTIQ & transition

[TTA – Transgender Team Austria –
Beratung für Trans* Inter* und
Homosexuelle Personen in Österreich
\(transgender-team.at\)](#)



suggested time frame

1. Co worker is considering transition and is ready to inform the manager or P&C
2. Form a gender transition supporting team from transitioning co worker, Manager, P&C, ED&I leader, a leader 2-3 levels above
3. Prepare a appr. Time frame when the most important steps are for the transition and how, when to do the announcement, what preferred name, dressing, lockers,. Meeting again,..
4. Communication with team, colleagues, external partners, customers,.. Remind everyone of our Code of Conduct, Rule on Equality, and ED&I Approach that support LGBT+ co-workers – very indiviudell



First day at work to start transition

Manager is supporting and also the whole transition team with preferred name bandage, change room, locker, e mail signature,.. The co worker makes the decision about when

Be aware that some systems need the legal names e.g for pay roll, taxes,..

Remember - the transition process is unique for each person

be there for our co worker for all ups & downs

