

BETTER EXECUTE MEETING AGENDA EXAMPLE

Reminders: start & end on time, stay focused, follow-up on what people said they would do.

🕒 **9:00 - 9:05am (5 minutes) – Start Positive.** _____

Begin with authentic examples of what is working in the company. Where are people demonstrating the company's core values. What's already working, you have the rest of the meeting to focus on what isn't so spend a couple minutes identifying some positive items to get your mind and emotions starting from the right place.

🕒 **9:00 - 9:05am (5 minutes) – Review the Company Scorecard.** _____

Identify which numbers are off and the could be addressed as issues in that part of the meeting. If you don't have one make one. What are the key activities and numbers that can be tracked at a weekly cadence to monitor what parts of the company are and are not working.

🕒 **9:05 - 9:10am (5 minutes) – Share Key Information about Customers or Employees.** _____

Make visible any noteworthy goings on internally and externally. This is your opportunity to share information across the company rather than just within departments.

🕒 **9:10 - 9:15am (5 minutes) – Review Last Weeks Tasks that were generated from the last meeting.** _____

Ensure there remains a high level of integrity and accountability amongst the team.

🕒 **9:15 - 9:20am (5 minutes) – Review the status of the key initiatives or Rocks for the quarter.** _____

The owner of each initiative states whether their project is on or off track as defined in the previous quarterly meeting. If off track, it goes on the issue list.

🕒 **9:20 - 9:25am (5 minutes) – Issue Management.** _____

Issues discussed previously with unfinished solution strategies remain tracked through to completion, again for accountability.

🕒 **9:25 - 9:55am or 10:25 am (25-55 minutes) – Top Issue Identification, Discussion and Resolution.** _____

After the company performance has been observed and discussed briefly, it is time to focus the best minds of the company on what issues or opportunities need to be resolved or obtained.

The first step is to identify the top issues that need to be discussed during the meeting. This will likely only be a subset of the items on the 'issues list' which is maintained week over week in order to keep the consistently items visible until dealt with. This problem solving time is nothing less than efficient and effective. Efficient because the management team knows they will have a time and place to share issues they are seeing so it reduces the number of repetitive conversations an issue could generate before finally be addressed. Effective because the process pushes the team to first diagnose the real issue which is rarely the issue that is promoted. There are many great articles and books on getting to the core issue such as the Five Why's. Once the core issue is identify the team discusses the issue and adds to the general pool of knowledge on the topic. Finally, the best solution strategy is debated and defined. The solution strategy has an owner and often takes the form of a task. If it is a larger effort it can be managed in the Issues Management section.

🕒 **9:25 - 9:30am or 10:25-10:30am (5 minutes) – Wrap Meeting Up.** _____

Make sure everyone is clear on any tasks they own and ask everyone to rate the quality and effectiveness of the meeting. You can ask, "Did you get what you needed to from today's meeting?"

IDENTIFIED TASKS

IDENTIFIED ISSUES

PARKING LOT ITEMS



We hope this helps you create more effective management meetings.

Contact us if you have any challenges implementing an effective weekly management meeting at www.betterexecute.com