

# Meeting Rhythm

This generic template is built from the Alampi Execution Maximizer and EOS best practice. The key benefit is blended longer term strategic planning with the short term performance focus.

It works for many mid-tier businesses and establishes a rhythm that enables the leadership team to be effective and disciplined in leading company performance. This structured rhythm utilizes about only 5% of an executive teams total annual time!

## Rules of Engagement

### Establish the “rules of engagement” or behaviours

that should be demonstrated to enable a successful Board meeting rhythm for the Executive team.

To establish these rules, conduct an Executive team review, reflecting on:

- The strengths in how the Board operate
- The weaknesses and key opportunities for future operation
- Examples of when they are effective in working together and making decisions
- Examples of when they're less effective

This can be done in several ways- either via 121's leading into an Executive team meeting or via a facilitated Board session.

The outcome is a one pager of the rules of engagement

## Meeting Agendas

### Daily Huddle (10-15 minutes)

- What's up with customers, suppliers and employees?
- Is anyone stuck and who can help them?

### Weekly Meeting (60-90 minutes)

- Good news check-in
- Top 3 short-term priorities
- Customer and employee hassles
- Work on a quarterly rock

### Monthly Meeting (half day)

- Good news check-in
- Smart & critical numbers
- Update and work on each quarterly rock by owner
- Team course corrections on rocks if appropriate

### Quarterly Meeting (full day)

- Good news check-in
- Review progress of rocks against operating plan
- Revisit one year initiatives for open items
- Compile hot issues for up-coming quarter
- Prioritize top 3-5 rocks with accountabilities and metrics
- Teamwork on any strategic topics

### Annual Meeting (two days)

- Good news check-in
- Review progress of rocks against operating plan
- Review previous year initiatives and metrics
- Compile successes over past year
- Revisit/ set long-term strategic items
- SWOT review
- Set 3 year thrusts
- Set 1 year initiatives
- Compile hot issues for 1st quarter
- Prioritize top 3-5 rocks with accountabilities and metrics

### Meeting Wrap Ups

After each meeting, agree any commitments and cascade messages to relevant people

- What decisions did we reach during today's meeting?
- Who needs to know about those decisions?
- Who will communicate those decisions, how and by when?