



WEBINAR
TIPS FOR EXECUTIVE TEAM MEETINGS
(THE MOST IMPORTANT!)

DIAL 888-650-1507

START TIME: 5 MINUTES AFTER THE HOUR
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST

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3/11/14



AGENDA

- Intro's
- Challenges / Goals
- Planning
- Meeting structure
- Agenda
- Conflict Management
- Take-aways
- Questions
- 6 hats: see handout





INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- Started 3 businesses

Some HIGHLY Effective Exec Meetings 😊

Many not 😞



TOP BRASS – MOST IMPORTANT!

- Dysfunction vs smooth running machine
- **Value of time is \$1000s/hour!**
 - **\$20 per minute**
 - **Almost Peyton Manning rates!**
- Ironically, can be the most difficult
 - Mature professionals, yes, but...
 - Often most diverse (field, perspective, age, style)
- What does this Mean? >>
 - Speed, organization, interactive discussion

- **Recommendation #1:** utilize a facilitator/coach semi-annually



TYPICAL ACTUAL SCENARIO

- Ego?
- Placate the Pres
- Politics??



○ Diversity

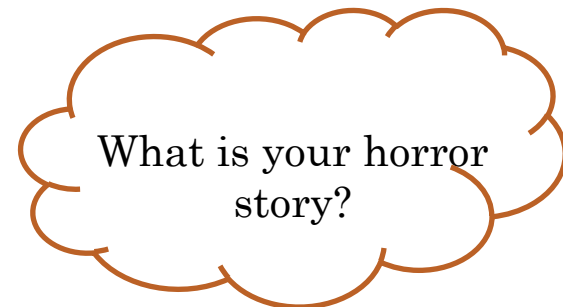
- Ad hoc, surprised, flat footed?

- Turf battles



PROBLEM: STAFF LOSES TRUST

- Fire fighting
- Competitor chasing
- New management idea of the year
- Changing direction and strategy
- Lack of alignment throughout organization
- Morale, culture impact



RESULT:

- Dysfunction
- Bitch session
- Leadership or lack thereof
- Financial implications
- Level of risk taking
- Speed, agility,
responsiveness to market



Ultimately Lower Profitability





PLANNING – CHEATING IS ENCOURAGED!

- Don't go Blind!
- President does pre-meeting (week prior)
 - Ground rules for level of prep, expectations
 - Focus on issues requiring coordination
 - Decisions/approvals: clarify trade-offs, criteria
- Internal discussion in advance
- Attendees
 - Internal guests encouraged: promotes communication, mentoring, expectations
 - External guests. Be careful
- Off-sites: can be very effective



STRUCTURE

- Mornings
- 90 minutes max
- Rotate topics if longer time needed
- Distribute agenda 2-3 days prior
- Presentation 1stThen Discussion
- Display notes in real time
- If major issue or crisis, welcome the elephant into the room (acknowledge the issue early).
 - But handle it offline
 - Committee! Non-profits do this very well
- Consistent and regular format is critical for speed

AGENDA

- Current status (20% max of the meeting)
- Must haves:
 - KPIs
 - Metrics
 - Strategies
 - Supporting Initiatives/Activities
 - Schedule issue?
 - Impact issue?



AGENDA – PART 2

- Coordination within the company
 - Departments involved
 - Timing
 - Risks
- Decisions
 - Is available data enough?
 - Discussion focused (otherwise take an offline vote)
 - Risk assessment
- Challenges
- New items
 - List out only
 - Save problem-solving for later



CONFLICT MANAGEMENT

- Avoidance
- Competition

- Accommodation
- Compromise
- Collaboration

From: The International Quality & Productivity Centers Five Approaches to Resolving Conflict



DISAGREEMENTS

- Take a break
- #1 – Scope. Is it fully understood?
- Stop. Identify next steps:

Later, in a different meeting with the right people and proper format

- #2 – Possible solutions >>
 - Offline
 - Identify other resources needed
- #3 – Root cause analysis, and fix

DOCUMENT!

- Recording - so easy!
- Notes are best done live with everyone viewing
- Date and Attendees
- Agenda
 - Discussion points
 - Action items



Take-aways

1. Utilize a facilitator / coach
2. Pre-plan so no surprises
3. Focus on areas of coordination
4. Outline tradeoffs with decisions
5. KPIs: schedule AND impact





QUESTIONS?

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How helpful was this? 1 (not much) – 5 (super)

For links, details and references, see our Thursday
blog post: <http://blog.adigo.com/>

