

Meetings

Daily Meetings

Morning Connect: Set the tone, create accountability, set goals, temperature check

Afternoon round up: Re-energise, problem solve, coach, drive outcomes

Team Members to present:

- ◀ Relevant role updates
- Day plan including 3 outcomes
- ↪ Personal rating out of ten
- ◀ Any issues or support needed

Monthly P&P (Process and Performance)

Process: designed to review existing processes and workshop/innovate as a team

Performance: wins and challenges of the month, outcomes vs targets, focus for next quarter, important company updates, learning activity/upskilling

Process:

- ◀ Review 1 key internal processes/procedures
- Workshop with the team and innovate on efficiencies
- ↪ Create action plan to implement

Performance:

- ◀ Overview of team performance- goals, targets, outcomes, wins, challenges, mission, team charter
- Take feedback and set action plan for quarter ahead