

Wouldn't it be great if your people worked together like a well-oiled machine?

You can't get the best from your people if they aren't accountable for what they do. In 30 minutes a week YOU CAN get the best from your people – Simply get together every week and follow a proven framework for your team meeting.

This is what Rockefeller does. This is what “Gazelle” businesses that grow by 20% per annum for more than 3 years on the trot do...

Here it is...

YOUR 30 MINUTE WEEKLY TEAM MEETING AGENDA

1. Good news of the week (5 mins)
2. Share your weekly numbers (5–10 mins)
3. Bottlenecks/hold ups (5–10 mins)
4. Strategic focus (10-20 mins)
5. One word/phrase finish(1-2 mins)
6. BTW (Back to work!)

1. GOOD NEWS OF THE WEEK – 5 mins

business or personal good news from last week.

Why start with good news? You start the meeting on a high with the possibility of some laughter too, creating the best frame of mind for everyone.

It's also important to get everyone involved and engaged from the start of your meeting. Sharing good news achieves this.

CONCRETE EXAMPLES: Andrew finished decorating his lounge. Sarah completed her customer feedback project.

Please just focus on the good news. Anyone who plays the 'I don't really know' card can be helped/encouraged before next week's meeting so they come prepared and participate fully next time.

2. SHARE YOUR NUMBERS – 5 to 10 mins

Every individual shares their numbers.

Here's where everyone in your team share the numbers that reflect the work and responsibilities they have.

Don't get hung up in conversation just report the numbers. Make them quick/easy to understand by showing them graphically.

CONCRETE EXAMPLES: Sarah shares the customer feedback numbers in a weekly bar chart so everyone can see the upward trend. She also shares the number of customer care calls this week.

**business
bitesize**



**GET 20% MORE
FROM YOUR TEAM**

Charlie shares the number of on-time deliveries vs late deliveries and the quality-failures/successes of the week.

3. BOTTLENECKS/HOLD UPS – 5 to 10 mins – what’s slowing you down or holding you up or making it difficult or slow for your customers.

What issues are cropping up repeatedly? Issues in need of focused attention to resolve. Don’t resolve them in the meeting just identify them and agree a working party and a time to get it resolved.

CONCRETE EXAMPLES: Andrew’s computer is getting too slow and making him unproductive every day.

Sarah is making notes on her computer about customer care issues but no-one else can see them and deal with them.

Charlie’s lathe is generating more waste material than normal.

4. STRATEGIC OR BIG ISSUE – 10 to 20 mins – What’s the priority business focus for the month or the quarter. What needs to be done next to move your big issue forward?

Limit this section to just one issue – stay focused and get it sorted. Agree the next step for the week ahead.

CONCRETE EXAMPLE: Improving customer feedback from 8.2/10 to 9.1/10 by the end of quarter 3 – work out how to improve the feedback scores by improving product quality and speed of delivery.

5. ONE-WORD/ONE-PHRASE FINISH – 1 to 2 mins – Ask every individual what one-word or one-phrase finish describes how he or she now feels.

You’ve sign-posted the end of the meeting and you’ll know if there are any issues needing 1-on-1 time with certain individuals.

And if there’s any doubt the meeting is over...

6. BACK TO WORK! – All done? As you stand up make the statement: “Back To Work”. Everyone now knows you’re finished and they go back to work.

Everyone knows the meetings finished, rather than wondering if it is or isn’t. And get up and go back to work.