

# INSPIRE RESULTS

— Business Coaching —

## Small Business Meeting Rhythm that Drives Profitability

Rhythm	Purpose	Length	How To's & Tips	Who	Typical or Sample Agenda
Daily Huddle	Focus the day's activities, identify resolution areas, establish practice of team members communicating with each other	5-10 mins	<ul style="list-style-type: none"> <li>Stay standing</li> <li>Administrative topics only</li> <li>Everyone shares a status</li> </ul>	Every supervisor and his/her direct reports	<ul style="list-style-type: none"> <li>Each member shares work/project status, updates, bottlenecks, issues (30-60 secs each)</li> <li>Supervisor shares daily metrics (2 mins)</li> <li>Supervisor shares schedule, activity adjustments, news (2 mins)</li> </ul>
Weekly Management Meeting	Review operational performance, problem resolution, & insure information flows between functions	45-60 mins	<ul style="list-style-type: none"> <li>Save strategy discussions for monthly meetings</li> <li>Use a standing agenda</li> </ul>	Executive and middle managers	<ul style="list-style-type: none"> <li>Good news (5 mins)</li> <li>Members share metrics (10 mins)</li> <li>Review accountabilities from last meeting (10 mins)</li> <li>Customer or employee feedback trends (10 mins)</li> <li>A single issue brainstorming, resolution (30 mins)</li> <li>Closing comments (5 mins)</li> </ul>
Monthly Management Meeting	Compare progress against strategy and determine adjustments, learning	2 hrs	<ul style="list-style-type: none"> <li>Publish agenda ahead</li> <li>Foster healthy conflict &amp; debate</li> <li>Brainstorm, debate, present ideas</li> </ul>	All managers and supervisors	<ul style="list-style-type: none"> <li>Each member reviews priority successes (5 mins)</li> <li>Review monthly P&amp;L in detail (15 mins)</li> <li>What's working well (10 mins)</li> <li>What's not working well—"Critical issue"— &amp; adjustments (35 mins)</li> <li>Learning/training (55 mins)</li> </ul>
Quarterly Offsite	Review/modify 1-Page Strategic Plan and Rewrite 90-Day Action Plan	2-4 hrs	<ul style="list-style-type: none"> <li>Get out of the office</li> <li>Don't overburden agenda</li> </ul>	All managers and supervisors	<ul style="list-style-type: none"> <li>Review quarter's progress against 1-Page Strategic Plan (1 hr)</li> <li>Review Quarterly Action Plans: Who, What, When, Where &amp; commitments (1-2 hrs)</li> </ul>
Annual Offsite	Review/rewrite 1-Page Strategic Plan (incl'g competitive landscape, industry trend), rewrite 90-Day Action Plan, review talent, & team development	1 day	<ul style="list-style-type: none"> <li>Consider outside facilitation</li> <li>Publish agenda a day or two ahead</li> <li>Get out of the office</li> <li>Don't overburden agenda</li> </ul>	The Leadership Team or all managers	<ul style="list-style-type: none"> <li>Celebrate successes (20 mins)</li> <li>Share stories of employees who lived core values (20 mins)</li> <li>Teambuilding activity, Talent review, Core values review, (1-2 hrs)</li> <li>Review talent, retention, &amp; reassignment strategies (1 hr)</li> <li>Lunch (provide) (1 hr)</li> <li>Review and modify 1-Page Strategic Plan (2 hrs)</li> <li>Rewrite 90-Day Action Plan (2 hrs)</li> </ul>
Adhoc Topical	Discuss, analyze, brainstorm & decide on critical issues affecting long-term success	30 mins - 2 hrs as needed	<ul style="list-style-type: none"> <li>Limit to 1 or 2 topics</li> <li>Prepare, do research</li> <li>Engage in good conflict</li> </ul>	Depends on topic	Depends on topic

Some information taken from Pat Lencioni, Death by Meeting, Verne Harnish, Rockefeller Habits