

Agenda for a Great Staff Meeting-

- I. *VISION/MISSION/Values*** – *Read it and then hold your team’s behavior accountable to it.*
- II. *LEADERSHIP BRIEFING*** – *Includes:*
 - *A report on the specific things you and your executive team are working on and the reasons behind it.*
 - *Sharing the critical financial numbers with your team so that everyone is more in tune with the state of your company (for better or for worse).*

Update on where your company stands relative to your goals
- III. *Beefs and Bouquets*** – *Everyone has a specified amount of time to talk about themselves, their work, thank other people, and/or let everyone know what they’re currently working on.*
- IV. *LESSON IN LEADERSHIP***– *You or a member of your team will either give a lesson in a particular leadership trait or characteristic –or- someone on your team will provide standard operating procedure training.*
- V. *AWARDS*** – *Where achievement is recognized. This might be a sales contest you had. Acknowledgement for great customer service.*

Staff meetings should be held regularly at a particular day and time of the month. Make notes for those people who can’t make the meeting because they have a serious excuse. Staff meetings should be invigorating and dynamic. When this happens they are a powerful way to have a healthy culture.