Team Event
Leader Speaks Guidelines

This is a list of topics you might want to include in your Leader Speaks. It is not the intention that you should include each and every one of these nor is the list comprehensive. This is simply a set of best-practice headings that we have picked up from watching many leaders and teams in many different situations and organisations.

(1) Start by explaining the areas you are going to cover

(2) Key things you want from the event

(3) If you are new in, first impressions of the team/organisation

(4) Key issues facing the team/organisation

(5) Any 'environmental' issues, e.g. legislation, market trends

(6) The organisation's mission, vision and strategies, and how these relate to this team

(7) The organisational structure - why we are structured the way we are

(8) How we've been doing - results (internal performance, customer satisfaction, financial)

(9) Key issues and objectives for the team

(10) Changes you would like to see

(11) What is likely to change/stay the same

(12) Your management style - how you intend to lead and what you want from your team

(13) Their management style - how you want leaders in your team to lead

(14) What is going on 'above them' in the organisation in particular what's on your boss's mind

(15) What you have been working on

(16) Go round the room person-by-person and say (one or both of):
- (i) What you want them to focus on over the next x months
- (ii) What they've done recently that has impressed you

(17) If you are carrying out Annual Planning/producing a Project Steering Grid:
- (a) Where this fits in to the Annual Corporate Planning Process
- (b) What work has already been done
- (c) How this worked last year and any changes you'd like to see

(18) Any other messages you want to get across

(19) Finish by recapping what you have covered

Notes A Leader Speaks always has far more impact if key points are presented on flipchart, one sheet per topic
Do not use PowerPoint
Refer to The Complete Guide to Leadership for further tips
The session is followed by Reflections to generate feedback and questions

Time As long as you need to get the job done but ideally no more than 30 minutes

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