

Executive Event

Leader Speaks Guidelines

New leader, existing team

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) Say some appropriate words about your predecessor
- (4) Why you took this job
- (5) First impressions of the organisation
- (6) Anything you have seen so far that you like and need to build on/encourage
- (7) Anything you have seen so far that you dislike and need to get sorted
- (8) First impressions of the team
- (9) How I'd like us to work together, how I intend to develop the Corporate Brain
- (10) How I lead, my management style and preferences
- (11) My communication preferences
- (12) Their management style - how you want leaders in your team to lead
- (13) What is going on in the broader organisational context: Socially, politically, environmentally, technologically, legally, market trends
- (14) Key issues facing the organisation - priorities, challenges, opportunities, threats
- (15) The mission, vision and strategies for the organisation - how we will develop these
- (16) What you have been focusing on since starting in the job
- (17) What you have been asked to focus on by your boss/the Board
- (18) Your top priorities right now
- (19) Priorities for the team over the next x weeks/months
- (20) Any other messages you want to get across
- (21) Finish by recapping what you have covered

Notes A Leader Speaks always has far more impact if key points are presented on flipchart
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 45 minutes