

Executive Event

Leader Speaks Guidelines - newly merged organisations

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) Where the two organisations came from and why the merger took place
- (4) Looking back - the journey so far, where we are in the merger process
- (5) What has been done, what remains to be done
- (6) What changes have been made to this team so far, what remains to be done
- (7) The organisational structure - what has changed and why
- (8) Our people, especially the Next Tier Down - how they are doing
- (9) Who are we responsible to, what we are expected to achieve and how we will be held to account
- (10) What needs to be different in the new organisation
- (11) Our customers - who they are, what they want, what we need to do differently
- (12) Our key suppliers - strengths and weaknesses, how we should be working with them
- (13) Key issues facing the organisation - challenges, opportunities, threats, anything that could sink us
- (14) Any 'environmental' issues, e.g. legislation, market trends, politics, social, technological
- (15) The mission, vision, strategies - how we have developed/will develop these
- (16) Priorities for us and the organisation over the next 6 months, 1 year, 3 years
- (17) Why I took this job
- (18) How I lead, my management style and preferences
- (19) How I want this team to work and how I am going to develop the Corporate Brain
- (20) What I would like our organisation's reputation to be like
- (21) Anything I have seen so far that I like and we need to build on/encourage
- (22) Anything I have seen so far that I dislike and we need to get sorted
- (23) Any other messages you want to get across
- (24) 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