

Interface Event

Leaders Speak Guidelines

At an Interface Event, it is important that the leaders of the teams or organisations involved clearly articulate the context and importance of getting the teams to work better together. Leaders Speak is aimed at the members of both teams. It is important that the leaders reinforce what each other are saying so it is a good idea for you to plan this with your counterpart.

These guidelines are a list of topics you might want to include in your Leader Speaks session. 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.

- (1) Start by explaining the areas you are going to cover
- (2) Key things you want from the event
- (3) Facts about your team/organisation that the other team/organisation needs to know
 - Key issues facing the organisation
 - The mission, vision and strategies
 - How we've been doing - results (internal performance, customer satisfaction, financial)
 - Key issues and objectives for the team
 - (Note: for in-depth topics, consider a separate Briefing or Presentation later in the event)
- (4) How the other team/organisation impacts on you and your team/organisation
- (5) Why it important that the teams/organisations work better together
- (6) Any examples of the two teams/organisations working particularly well/badly together
- (7) Changes you would like to see/specific areas that need attention
- (8) What is likely to change/stay the same
- (9) Any other messages you want to get across
- (10) 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 20 minutes per leader.