

Leadership Forum Strategy Review 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 address the leadership population of their organisation.

Keep in mind:

- The majority of the people in the room don't work directly for you, but their bosses are also in the room so beware short-cutting their positions
- Avoid saying too much about the contents of the strategies - save this for later
- This is not an interactive session - it is one-way traffic, you telling them how things are, with structured Reflections after the session

- (1) Start by explaining the areas you are going to cover
- (2) Acknowledge and welcome any first time attendees
- (3) Explain the purpose of the Leadership Forum and how today's activity fits into the annual programme of meetings
- (4) Key things you want from the day
- (5) Key issues and priorities for the organisation
- (6) Any 'environmental' issues, e.g. politics, legislation, market trends, competitors, suppliers - especially changes since last time the group was together
- (7) What the Strategic Intelligence is telling us
- (8) Your views on the current mission, vision and strategies or corporate plan
- (9) The philosophy of the organisation and how you want the strategies to deliver it
- (10) How the Annual Corporate Planning Process worked last time, lessons learned and any improvements this year
- (11) Work done so far by the Executive Team
- (12) Why this stage of the Annual Corporate Planning Process is important, why the Leadership Forum is involved in reviewing the work done so far and what you expect the participants to do to implement the strategies over the year ahead
- (13) Any other messages you want to get across
- (14) Finish by recapping what you have covered

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

Format Use flipchart if possible, PowerPoint if the audience is large.
Refer to The Complete Guide to Leadership for further tips.

Questions Do not take any questions apart from essential points of clarification.
Instead questions should be held for the Reflections.