

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 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) The top priorities for the organisation
- (4) Key issues facing the organisation
- (5) Any 'environmental' issues, e.g. legislation, market trends
- (6) Any threats - current or potential
- (7) Any 'historical' issues - how we've got to where we are
- (8) Your views on the current Mission, Vision, 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) The organisational structure - is it fit for purpose, any changes required?
- (12) How we've been doing - achievements and results (internal performance, customer satisfaction, financial)
- (13) How the team has been doing and how the Corporate Brain has been functioning
- (14) Changes you would like to see
- (15) What is likely to change/stay the same in the short and long-term
- (16) How we should be leading the organisation and cascading this work down
- (17) What you have been working on
- (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 45 minutes