

# Team Events and Executive Events

## Leader's Leader Speaks Guidelines

Occasionally a leader will ask their leader to come along to a Team Event or Executive Event and address them and their team. This is an opportunity to present your view of the big picture without getting into the detail or stepping on the leader's toes.

It is important to remember that you are not the leader of the team you are addressing. You are the leader's leader. Therefore you need to defer to the leader, present a united front, and save any areas you spot where you are not aligned for your next 1-1. It is a good idea to let the leader know what you are going to cover before you stand up and deliver it to the whole team. In the Reflections that follow, if there are any questions, consider who is best placed to answer - you or the leader.

Keep in mind also that the leader will be delivering their own Leader Speaks. This may be before or after your session depending on how your schedule fits with their event.

And finally, model best behaviour. Prepare hand-written flipcharts in advance, and use your Notebook when listening and responding to Reflections. This is actually far more important in front of someone else's team than with your own.

- (1) Start by explaining the areas you are going to cover
- (2) Your own experience of leading/participating in this type of event, why they are important and any tips you have for getting the most out of them
- (3) If you are new in post, first impressions of the larger organisation
- (4) The big picture  
Where the larger organisation is going, Mission, Vision, strategies, key issues and challenges
- (5) If this team/organisation is newly created, why was it created and what do you expect it to do/do differently? (If appropriate, expand on opportunities/challenges)
- (6) How you see the team/organisation fitting into the larger organisation and its contribution to the big picture already mentioned
- (7) Your expectations of the team/organisation and how you will judge its success
- (8) (Only if relevant) What you are working on/what is occupying your time and how they can help
- (9) Any other messages you want to get across
- (10) Finish by recapping what you have covered

**Notes** Use one sheet of flipchart paper per topic  
Do not use PowerPoint  
The session is followed by Reflections to generate feedback and questions

**Time** No more than 30 minutes

**Further reading** The Complete Guide to Leadership  
Section 10, Leading through Others