Grooming: How Often do you Maintain?

Agenda for a Weekly Lunch and Learn

more money for shoes

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1. How are we feeling? (approximately 4 mins)
 Go around the room and ask everyone to briefly describe how they are feeling today. This gives you the opportunity to check how everyone is going before you start the meeting

2. Good news stories – work and personal (approximately 5 mins)
This ensures that the meeting is started on a positive note. Encourage team members to bring their good news stories to the meetings and it doesn't have to be about work. Now is a great time to celebrate anyone's personal good news stories and it allows the opportunity for team members to get to know one-another

3. Numbers and priorities (approximately 15 mins)
These numbers and priorities should be set at the beginning of each quarter and shared with the team. The numbers are those critical numbers that you want to achieve (eg number of clients, revenue, work-flow times). The priorities are those things that each team member had committed to achieving that quarter (eg accuracy, production times, training, networking, client meetings, etc). Each team member reports on their individual priorities

4. Learning and development (approximately 25 mins)
This is your opportunity for a short weekly training session. It may be a TED talk, a book review, training on a soft skill, brain-storming on a process, team-skills activity, or other training that you can tailor to suit. Or you might decide to simply catch up for 25 minutes if you feel that you need it.

5. One word to describe how you are feeling now (approximately 1 min)
Go around the room and have everyone at the meeting describe how they are now feeling in one word.

This agenda is a suggestion only. The most important thing is that you are meeting regularly, that you have an agenda of things that you want to achieve, a time period to achieve them so the meeting doesn't run on for hours and that you are keeping on top of your numbers and priorities.