

# Post-Event Team and Individual Meeting Guides

MASSIVE SUCCESS IN BUSINESS DEPENDS ON YOUR ABILITY TO LEVERAGE AND LEAD YOUR TEAM. BUT IT CAN ALSO BE DIFFICULT TO COMMUNICATE THE SHIFTS YOU EXPERIENCED AT BUSINESS MASTERY. THESE MEETING CHECKLISTS WILL HELP YOU HOST ESSENTIAL, STRATEGIC AND EFFECTIVE MEETINGS WITH YOUR TEAM AS YOU RETURN FROM YOUR EVENT. WORKING TOGETHER WITH YOUR TEAM ON THIS NEW PHASE OF YOUR BUSINESS JOURNEY WILL ENSURE THEIR QUICK BUY-IN AND LONG-TERM SUPPORT FOR YOUR VISION.

# ALL-HANDS TEAM MEETING

## Meeting Outcome

1. Finalize your business MAP and clarify your vision and mission to the team.
2. Share your 10/10/10 plan and invite team members to take ownership in the plan.
3. Establish a culture of collaboration, responsibility and respect.

## Before You Get Started

Have the tough conversations with those who are not part of your company's future vision. The team who sits down to this all-hands meeting should include only those who are a part of that vision.

## What to Bring

1. Draft of the business MAP you created at Business Mastery.
2. Draft of the 10/10/10 plan you created at Business Mastery.

## Meeting Tone

Be grateful, vulnerable and collaborative. Ask questions. Make sure that each individual knows they are a valuable part of your collective future.

## IMPORTANT:

Communicate to your team that these are drafts and that you want and value their input. This is integral to getting their buy-in, to creating a strong culture, and to ensuring you utilize all of your team's talents and perspectives to best serve your client.

## Next Steps

1. **1 on 1 meetings.** Once you have the strategy established, let the team know that you'll be setting up meetings with each of them to outline their individual goals that map to the larger corporate vision.
2. **Quarterly All-Hands Meetings.** Hold yourself and your team accountable by presenting the key metrics that you decide on as a team. Report on these metrics quarterly and make sure that you involve the team in the presentation and follow up discussion. Schedule your next meeting during this meeting so that you are more likely to follow through.

# 1-ON-1 TEAM MEMBER MEETING

## Meeting Outcome

1. Determine each team member's blueprint for success within the overarching plan for the organization.
2. Identify the 2MM shifts that each team member can make that will create an immediate impact.
3. Set monthly and yearly goals, day-to-day responsibilities and determine appropriate measures for success.

## What to Bring

1. Collaborative Business Map and 10/10/10 plan developed with your team.
2. Opt & Max inputs from BM. Understand which pieces of your plan map to each employee.
3. RPM Template. You can share this tool and encourage (not force) your team members to use it.
4. An individualized assignment. Work with each employee to define their role and responsibilities based on your new business MAP.

## Meeting Tone

Be grateful, vulnerable and collaborative. Ask questions. Make sure that each individual knows they are a valuable part of your collective future.

## Next Steps

Set follow-up meetings. Schedule on-going follow-up meetings with each team member – these can be weekly, monthly or quarterly depending on their style and needs.