

Stuff That Works At Work

Chapter 4

“Weekly Updates”

Take Action

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Chapter 4 Take Action: Content

- Draft an agenda for a weekly team update. What are your priorities? What are the key points you want to hit in that update? What information are you going to attach for employees?
- Schedule weekly team updates, and conduct them. Let others talk more than you, and end on time.
- After four team updates, ask the team to evaluate the meetings on a scale from one to 10 and make suggestions for improvement. Collate the answers, and begin to implement some of the suggestions.
- Visit Stuffthatworksbooks.com to discover how others conduct effective weekly updates and incorporate their ideas in your own organization .

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Chapter 4 Take Action: Action 1

Draft an agenda for a weekly team update. What are your priorities? What are the key points you want to hit in that update? What information are you going to attach for employees?

ACTION

The goal here is to have the most productive engagement with your Team that they have ever had.

Intimidated?

Do not be. The key here is that less is more. Keep the agenda simple and short.

Do not allow any one individual to talk more than 3 minutes at a time.

You want an agenda that will get you to the meat of what is important.

I like standard agendas that we can use over and over. Big broad topics that give us a great deal of flexibility of where to go but that cover all of our priority areas.

EXAMPLES

Team,

I have scheduled weekly updates. They will begin next Monday and will continue until the project ends in December.

Find attached the agenda.

The purpose is for us to become a performing team.

Come prepared to engage.

Ron

Team Update Agenda

1. Accomplishments
2. Hurdles
3. Cost Status
4. Resource Needs
5. How do we get better as a team?

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Chapter 4 Take Action: Action 2

Schedule weekly team updates, and conduct them. Let others talk more than you, and end on time.

ACTION.

This one is for those who lead teams. You do not have to be the boss you simply have to be the leader of a team.

This takes commitment. Both you and your team mates will conspire not to have these meetings. It will feel like the entire world is conspiring to end them. There will be conflicts, there will be fires, there will be many excuses. It will be easy to fail here.

DO NOT! If you are the boss schedule them for the entire year. If you are a team leader schedule them for the duration of the team. If it's a 3 month project team you are leading then schedule them for 3 months.

Keep them simple but make them count. Talk about what you should talk about. Your job is to drive the agenda. Challenge your team mates. Ask them the tough questions. Have the conversations you need to have in order to win.

Keep the dialogue open and keep preaching by you to a minimum.

EXAMPLES

Hey Team,

Attached is the agenda for tomorrow's weekly update.

You will also find a sales report by rep. I want each of you to share a success you have had.

We will also discuss any hurdles we face. The goal here is for us to identify hurdles and discuss any best practices for dealing with them.

Thanks,

Joe

Team Update

Hey Team,

Attached find my notes from this week's update. Great contributions by all.

Sorry we ran up to the wire. We all need to be a little more concise.

I will start to manage time a little better on the next call.

Joe

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Chapter 4 Take Action: Action 3

After four team updates, ask the team to evaluate the meetings on a scale from one to 10 and make suggestions for improvement. Collate the answers, and begin to implement some of the suggestions.

ACTION.

Engagement is driven by two way communication. Look for ways to gather feedback and then put it into action.

I love to gather quantifiable feedback. I will usually ask people to score items on a scale of 1 to 10 with ten being the best it could be. Then I convert their scores into an overall grade for the meeting. I track meeting scores over time. It allows us to see how we are doing at ongoing improvement.

When you ask for scores and feedback be sure to share the results. If you do not share people will assume the feedback was bad or that you don't really care about their feedback.

It is also important that you implement some of the suggestions. Feedback deserves action.

EXAMPLES

TEAM UPDATE EVALUATION

Please rate our team updates in the following areas.

10= Best ever 5=Average 1= Not Good

ITEM	SCORE
1. Agenda	
2. Duration	
3. Time of day	
4. Follow-up	
5. Value to team	

COMMENTS

Hey Team,

We have finished our fourth team update. I would like each of you to complete the attached evaluation form and return it to me.

Our goal here is to get better. We are going to continue these updates and so now is your chance to make them as effective as possible.

Thanks for the feedback

Joe

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Chapter 4 Take Action: Action 4

Invest time on Stuffthatworksbooks.com to discover more ways to add fun to daily office life.

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com.

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

Learn From Others

It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

Then select “Search for Stuff That Works”.