

Richard Gee

From: denis.orme@leader-success.com [denis.orme@yahoo.com]
Sent: 17 January 2007 06:05
To: Richard
Subject: Hold a Forward -- Your Leading Ways #23 --



Number 23

Our theme in this issue: *Hold a 'Forward,' not a 'Retreat'*

Speaker Tip of the Month

MEMORABLE PRESENTERS GET AUDIENCE PARTICIPATION

Great presenters get audience participation by asking their audience to do something. Ask them for a way forward. Ask them to tell their relevant stories. Ask them to report to the group. Ask them to teach others during a breakout. Ask them to brainstorm problems. Ask them to design responses -- from passive to active involvement.

What will you do to encourage audience participation?

Well hopefully your 'sitting on a rock time' was invaluable and you have come back all fired up ready to tackle 2007 and grow your career and your business.

Perhaps your planning meeting could have been done at the end of the year, but my guess is that your people were perhaps too jaded after a busy year.

So now it is time to hold a **'Forward'** not a Retreat.

A retreat gives the connotation of looking to the past and moving backward.

Forward not only sounds more positive but involves a broader base of participants. It is also the beginning of the process that differentiates your firm from the competition.

The purpose of a **firm Forward** is to bring leaders and members of the firm together, along with outside expertise and facilitation to create strategies for improving the business. Most staff members spend too little time working on the business and too much time working in the business.

This is especially true in firms where governance is less defined. In these businesses everyone thinks they are in charge, but they are too busy to lead, so little happens that is of long-term benefit. Year-after-year the same people in the same room it's called planning, but is it really?

If that's what you are doing in your business then don't expect any really critical thinking, or plans which actually produce results. There will not be a dramatic shift unless you change your meeting format, make meetings fun and create some excitement.

Find a Relaxing Venue

Meetings in the office just don't work, there are too many interruptions. You can't get in the frame of mind for new ideas and change unless you are in a location that takes you out of your daily routine.

Don't invite them unless you want their participation

Participation by managers and staff not only ensures buy-in, but it also develops future leaders. Make the meeting inclusive rather than exclusive.

Start with a positive focus exercise

Too often we forget to reflect on our successes during the prior year. Reflect on your successes, why they were important, who you should praise and what if any, future action needs to be taken to continue the momentum.

Take time to celebrate and be grateful for your successes. Better decisions are made when participants are confident and positive.

"Age wrinkles the skin.....

quitting wrinkles the soul."

- Douglas McArthur

Stick to the Agenda

Work from the agenda and stay on time. That means circulating the agenda and supporting material way ahead of time so participants have time to prepare. Keep the items strategic..... If you start to deviate but the subject is important just say "Let's make a note of it" and move back into the meeting.

Stick to the Concepts

It's too easy to debate the numbers, but remember they will never be accurate..... they only represent trends. "Strategically, what do the numbers show us?"

Force participants to think about the big picture and dream.... don't let them put up barriers or constraints. If it really is a strategic future option then you can later figure out a way to fund or resource the option. This is a true Greenfields approach. If you start off saying "We can't because....." then you will miss the opportunities.

Keep Minutes and share them with the entire firm

Accountability with Action Items from the meeting is a critical part of the process. Remember, *what gets reported gets done!* Nothing like the circulation of minutes from the meeting to ensure some peer-pressure.

This meeting is not about the "How to?"

Your meeting chair can control this by ensuring the discussion stays at a higher level, and on strategy considerations. Prior to the meeting remind participants of the benefits of strategic thinking and setting a future direction.

Take frequent breaks

Focussed effort drains the brain, and apart from that people need time to move around and interact with others informally. Some of the best ideas come from informal brainstorming after the seed of an idea is planted during a session.

All work makes Jack & Jill very dull people

Yes, social events and sport are also a way to build trust between people, and what better way to build trust than in an informal setting. You get to know the real people and often find areas of common interest.

For presentations on this or other leadership topics, or business presentation skills training

-- contact :

denis.orme@leader-success.com

027-472-8610

So, when did you last invite outsiders to your meetings?

Customers or clients and professional advisors are hardly outsiders. Business does not exist in a vacuum, and so their input can be invaluable to your discussion.

Here it comes ! A meeting without clearly defined Action Items is just a friendly conversation.

Identify who will be responsible for the follow-through, (never a committee, just one person) a date for completion or reporting back, and what the anticipated result will be. In that way you can benchmark your progress.

What did the participants think of the Planning Day?

Perspectives differ, and so do meetings. Get objective feedback and recommendations on how to make your next *Forward* even more productive.

To ensure Execution

Many people have great ideas, but most of us are poor at follow-through. If, for you, out-of-sight is out-of-mind then **lamine your one page game plan**.

On page 1:

- Vision, Mission & Core Values

Then the reverse side - Page 2 contains:

- Key tactics to achieve the vision
- KPI's
- Accountabilities and reporting back

Lamination is the key; together with the document being displayed strategically throughout your premises. Make your plan visible to all.

Review the Plan regularly, and keep people accountable!

"Leaders need to grow their business. To do that, they need to grow their people.... To do that they need to grow themselves."

Have a great week!

Denis

Success

"Your chances of success are directly proportional to the degree of pleasure you derive from what you do."

- Michael Korda, publishing Executive

This message was intended for: richard@geewiz.co.nz
You were added to the system June 6, 2006. For more information [click here](#).
[Update your preferences](#) | [Unsubscribe](#)

