

WORKSHEET: YOUR STAFF MEETING PATTERN

Consider the following different types of meetings:

1. Weekly operational team meetings
2. Fortnightly 1:1s (including quarterly/6 monthly goal review)
3. Monthly tactical team meeting
4. 12 month 1:1 review, update and development planning
5. Annual team strategy retreat

On the table below indicate:

- a) What you think a good meeting schedule would be, given your ministry context (use one colour or code).
- b) Your current meeting schedule (use a different colour or code).

Who	Weekly	Fortnightly	Monthly	Annually
Whole Team				
Assistant Minister				
Office Assistant				

What challenges or roadblocks could stop you from achieving this plan?

What can you do to address these issues?