Quarterly Leadership Meeting

Purpose: To evaluate performance over the quarter, set new SMART Goals, and realign with the company's strategic vision.

Duration: 1 day **Participants**: Leadership team

Agenda

1. **Quarterly Metrics Review (1 hour):**
   - ☐ Deep dive into the Lean Balanced Scorecard to evaluate quarterly performance.
   - ☐ Celebrate successes and identify gaps that need attention.
2. **SMART Goal Completion (1 hour):**
   - ☐ Assess whether quarterly goals were achieved.
   - ☐ Discuss lessons learned from successes and failures.
3. **Waste Elimination Session (1 hour):**
   - ☐ Conduct a **Continuous Improvement (CI) Event** to address the highest-priority inefficiencies.
   - ☐ Develop actionable steps to streamline processes and reduce waste.
4. **Set New SMART Goals (1.5 hours):**
   - ☐ Establish 3–5 SMART Goals for each Core Objective for the next quarter.
   - ☐ Ensure alignment with long-term strategic goals.
5. **Collaborative Strategic Discussion (30 minutes):**
   - ☐ Brainstorm ways to strengthen the company's position as the Best Brand in Market.
6. **Closing and Commitments (30 minutes):**
   - ☐ Confirm all quarterly goals, assign ownership, and clarify next steps.