

Executive Session

POAD

I. PURPOSE

Introduce leaders to:

- The rigors of consolidating what they are doing in order to share with an [accountability board](#).
- The value of executive-review in a constructive and developmental forum.
- A clear path to a higher probability of better results, sooner.

II. OUTCOMES

Hard Outcomes

- Management presentation summary of what the leader is trying to do, what has been done toward that end, what has happened, what has been learned, and what is planned to be done next.
- Insights, decisions, and action items from having prepared and presented to a group of highly qualified and engaged advisors.
- Improved focus and alignment of resources with stated objectives.
- Ideas as to how IntelliVen can provide immediate and sustained value to increase the odds of better results sooner.

Soft Outcomes

- Leader:
 - Feels good about her/himself, the work done to prepare, and the value derived from presenting to the participants.
 - Sees value from preparing for and working with this forum.
- Participants:
 - Have a good sense for the leader and his or her strengths, developmental potential, approach, weaknesses, uptake capacity, disposition, and openness to input and to being vulnerable.
 - Enthusiasm for getting to know and to work further with the leader and her/his top team.



III. APPROACH

Participants

- Leader, and members of the team as desired
- IntelliVen Lead
- 1-2 IntelliVen Principals

Preparation

Leader:

- Reads [post on boards](#) and skims www.intelliven.com and blog posts, tools, insights, videos, and presentations reading carefully those of most interest.
- Prepares 5 – 15 page overview presentation to describe:
 - What his or her organization is trying to do?
 - What has been done to accomplish it?
 - What has happened?
 - What has been learned so far?
 - What is planned to be done next?
- Runs material by one of the IntelliVen participants a few days ahead of the session to receive light guidance and feedback to increase the odds that the Executive Session goes well.

Prepared materials are forwarded to attendees a day or so before we meet.

Participants read and think about the presentation, develop a point of view, and formulate questions, insights to share, ideas, and suggestions for the organization and how to help.

Session

- Introduce and welcome the leader and participants; review session objectives and process (10-15 minutes).
- Leader (25-45 minutes)
 - Hands out or otherwise displays presentation materials.
 - Sits down, with the lights on, and leads a walk-through of the prepared material.
- Participants (each in turn) (25-45 minutes)
 - Ask questions, one at a time and in sequence, to clarify or probe further until time runs out or until questions are completed.
 - Offer best advice based on what has been covered in the session.



IV. DELIVERABLES

- Leader
 - Works with help from an assigned IntelliVen participant to [consolidate insights, decisions, and action items from the session.](#)
 - Drafts and sends participants a meeting record on what they got out of the session.

- Participants
 - Caucus to consolidate insights
 - Consider possible next steps
 - Decide on recommendations and suggested course of action
 - Communicate recommendations to the leader

- Arrange next steps as appropriate and desired by the leader; e.g.:
 - Schedule future Executive Sessions.

 - Provide in-line operating support to operations, finance, marketing and sales, etc.

 - Perform select project work (e.g., analysis, plan, budget, strategy, financial model, etc.).

