

Sample Agenda

Please bring to our meeting ...		Date	Time	Place
Min.	Standard Agenda	Discussion Topics	Attached Supporting Documentation	Decisions We Will Make, Expressed as Questions
	1. Leadership Training			
	2. Powerful Opening			
	3. Growth a) Review ALC Level One+referrals b) MC Total Associate Count c) Interviews d) New Hires e) Exit Interviews f) Agent Mix g) Cap Management, Gross Goals, Pipeline Growth Committee Report			By expressing decisions as questions, you provide clarity and focus, which makes it easier to dialogue and eventually make a decision. Here are a couple of examples: “How can we grow every ALC member’s Profit Share Tree by one person this month?” and “How can we reduce our ALC members’ expenses by \$_____ this month?”
	4. Productivity a) Review ALC Members’ Production and Goals (reference their CGI dashboards) b) Review LORE and T ² c) Review Market Center Production and Goals d) Review Market Share Reports Career Development Committee Report Technology Committee Report			
	5. Profitability a) Analyze ALC Members’ Expense Items per MREA Budget (reference their Profit Dash and Daily GCI) b) Review Market Center Financials c) Review Vital Signs d) Review Daily Company Dollar Report Financial Planning Committee Report			
	6. Culture a) ALC Members Share Random Acts of Kindness b) Review KW Cares Donations c) Review RED Day Plans (if timely) d) Review Family Fund Culture Committee Report			
	7. Safety a) Review safety best practices b) Review current safety standards and initiatives Safety Committee Report			
	8. Other Committee Reports If Needed			
	9. Review New and Old Business, Action Items, and Voting			
	10. Inspirational Closing			