



First Team Meeting Guide

Date:

Team Expectations:

Outline the expectations that you have of your team and each employee that works for you.

- 1.
- 2.
- 3.
- 4.
- 5.

Explanation of your management style:

Write out a repeatable description of your management style that you can share with your team here.

Manager Expectations:

Outline the expectations your team has for you as a manager. Collect these by asking your team directly.

- 1.
- 2.
- 3.
- 4.
- 5.

Team Goals & Objectives:

Outline the goals and objectives you have for the team. Gather this from initial conversations with your boss and reviewing organizational goals/plans.

- 1.
- 2.
- 3.
- 4.
- 5.

Team Keys to success:

If you have it prepared, share any defined keys to success (like "RIP" reference in the book):

- 1.
- 2.
- 3.
- 4.
- 5.