

MANAGE UP YOUR CEO CONNECTIONS

LEAD HIGHLY EFFECTIVE MEETINGS



The single greatest move an executive can make to improve their influence and CEO relationship is to manage a highly effective meeting process.

Your time with the CEO is a precious opportunity to demonstrate your command of the business and understanding of where the CEO can add her/his greatest value. This requires you to shift your mindset from the CEO leading you to you effectively leading your time with your CEO. The purpose of this shift in process is to increase collaboration, decision-making and deep alignment in your CEO one-on-ones. Think of it like transitioning your one-on-ones from task review to thought partnership and influence. You are empowered to lead the process.

This exercise introduces a **CEO Connection Weekly Update** template designed to aid in providing great transparency to the CEO of what's happening in your organization. It also limits surprise dialogs where the CEO might be ill-prepared and provides insight so they can advocate on your behalf. We recommend you send a completed update to your CEO each Friday.

The template is **divided into three columns** for inputting information you should make your CEO aware of:

COLUMN 1: General updates on what's occurring in your organization

COLUMN 2: Critical decisions, investments, near-term actions, and talent challenges that you are owning and driving

COLUMN 3: Where you need partnership in decision-making, resourcing, and hurdle removal across the enterprise in critical needle moving activities

Your executive one-on-one time with the CEO should be solely focused on the information in Column 3.

The first two columns should be treated as information for the CEO that does not require deeper discussion unless they choose to address an item.

CEO CONNECTION WEEKLY UPDATE

PARTNERSHIP FOCUSED ON WHAT MATTERS MOST

DATE: _____

EXECUTIVE: _____



FOR YOUR INFORMATION

1: GENERAL UPDATES

Information you should be aware of

2: CRITICAL DECISIONS & PROGRESS

In-motion strategic decision updates

FOR OUR CONNECTIONS

3: PARTNERSHIP NEEDS & DECISIONS

*Strategic decisions/problem solving
where I need your insights*