

Ideas for Initial Department Meeting As a New Manager or Director

Context: This is your first big debut as the new leader, and your opportunity to bring hope and positive energy, and to help the staff understand your values and expectations. How you shape this agenda is important. Don't be afraid to share who you are as a person along with your beliefs about patients and team relationships.

Agenda

Proud and Honored To Lead This Team

- Say something positive about the care provided and the team; share a few examples
- Why you came to this role

Who am I?

- A bit about my background
- What is important to me, things I value, my leadership style
- What you can expect and rely on from me
- Any idiosyncrasies

Your Vision (together we can...)

- My vision for our success is...

Listening to Staff—"What each of you appreciates about our department"

- Ask each person to share one thing they appreciate about our department (go around in turn, take notes to convey how important it is or write on white board)

What I expect of this Team

- I would like to see..., or My expectations for teamwork are..., or I expect that we all..., or What is important is that each person... (use positive language and be clear on what you expect in terms of clinical practice, relationships with patients, and relationships with each other)

My Plan and Priorities as we Start

- Individual meetings with each staff member in the next 4 to 6 weeks (15 to 20 minutes, get to know you and what is important to you). I expect that everyone will sign up for a slot—all openings will be posted on my door, please sign up.
- Other (perhaps 1 or 2 key priorities like a question from HCAHPS, or an employee survey item that scored low)

Other business, announcements, schedule for next meeting.

Adjourn, with reminder to sign up for individual meetings.