

Dokument	Top Management Team Agenda
Inhalt	Generische Agenda für ein regelmässiges Top-Management-Team-Meeting (z.B. Vorstandssitzung)
Quelle(n)	HIRT&FRIENDS

Strategy

- Progress this year on the way to achieving corporate mission, vision and strategy
- Status of key strategic projects (e.g. product development projects, growth initiatives, cost reduction projects, change projects, strategic alliances, mergers & acquisition or joint venture projects)
- Learnings from new developments in the market, from competition and customer feedback and resulting actions points
- Corporate governance
- Shareholder relations
- Schedule & agenda for any special strategy off-sites of the Management Team
- Any other strategic topics

Operations

- Business results & current operating performance: e.g. sales/turnover, cash flow, profits, operational KPI's (Key Performance Indicators)
- Large/important client projects
- Any operational items that are urgent and important („crises“)
- Financial policy
- Status of key operational improvement projects
- Human resource topics (hiring, people development, succession planning, project assignments & promotions, dismissals)
- Employee relations & communications
- Legal topics (e.g. ongoing litigation and other issues)
- Organizational topics (e.g. changes in organization)
- Other administrative & policy issues

Other Items (Sonstiges)