

# Team Offsite Agenda Template

**Claire Hughes Johnson**

*Traction* Gino Wickman, 2012-04-03 OVER 1 MILLION COPIES SOLD! Do you have a grip on your business, or does your business have a grip on you? All entrepreneurs and business leaders face similar frustrations—personnel conflict, profit woes, and inadequate growth. Decisions never seem to get made, or, once made, fail to be properly implemented. But there is a solution. It's not complicated or theoretical. The Entrepreneurial Operating System® is a practical method for achieving the business success you have always envisioned. More than 80,000 companies have discovered what EOS can do. In *Traction*, you'll learn the secrets of strengthening the six key components of your business. You'll discover simple yet powerful ways to run your company that will give you and your leadership team more focus, more growth, and more enjoyment. Successful companies are applying *Traction* every day to run profitable, frustration-free businesses—and you can too. For an illustrative, real-world lesson on how to apply *Traction* to your business, check out its companion book, *Get A Grip*.

**Scaling Up** Verne Harnish, 2014 In this guide, Harnish and his co-authors share practical tools and techniques to help entrepreneurs grow an industry -- dominating business without it killing them -- and actually have fun. Many growth company leaders reach a point where they actually dread adding another customer, employee, or location. It feels like they are just adding more weight to an ever-heavier anchor they are dragging through the sand. To make matters worse, the increased revenues have not turned into more profitability, so at some point they wonder if the journey is worth the effort. This book focuses on the four major decisions every company must get right: People, Strategy, Execution and Cash. The book includes a series of One-Page tools including the One-Page Strategic Plan and the Rockefeller Habits Execution Checklist, which more than 40,000 firms around the globe have used to scale their companies successfully.

**Death by Meeting** Patrick M. Lencioni, 2010-06-03 A straightforward framework for creating engaging and exciting business meetings Casey McDaniel had never been so nervous in his life. In just ten minutes, *The Meeting*, as it would forever be known, would begin. Casey had every reason to believe that his performance over the next two hours would determine the fate of his career, his financial future, and the company he had built from scratch. “How could my life have unraveled so quickly?” he wondered. In his latest page-turning work of business fiction, best-selling author Patrick Lencioni provides readers with another powerful and thought-provoking book, this one centered around a cure for the most painful yet underestimated problem of modern business: bad meetings. And what he suggests is both simple and revolutionary. Casey

McDaniel, the founder and CEO of Yip Software, is in the midst of a problem he created, but one he doesn't know how to solve. And he doesn't know where or who to turn to for advice. His staff can't help him; they're as dumbfounded as he is by their tortuous meetings. Then an unlikely advisor, Will Peterson, enters Casey's world. When he proposes an unconventional, even radical, approach to solving the meeting problem, Casey is just desperate enough to listen. As in his other books, Lencioni provides a framework for his groundbreaking model, and makes it applicable to the real world. *Death by Meeting* is nothing short of a blueprint for leaders who want to eliminate waste and frustration among their teams and create environments of engagement and passion.

[Joan Garry's Guide to Nonprofit Leadership](#) Joan Garry, 2017-03-06 Nonprofit leadership is messy Nonprofits leaders are optimistic by nature. They believe with time, energy, smarts, strategy and sheer will, they can change the world. But as staff or board leader, you know nonprofits present unique challenges. Too many cooks, not enough money, an abundance of passion. It's enough to make you feel overwhelmed and alone. The people you help need you to be successful. But there are so many obstacles: a micromanaging board that doesn't understand its true role; insufficient fundraising and donors who make unreasonable demands; unclear and inconsistent messaging and marketing; a leader who's a star in her sector but a difficult boss... And yet, many nonprofits do thrive. *Joan Garry's Guide to Nonprofit Leadership* will show you how to do just that. Funny, honest, intensely actionable, and based on her decades of experience, this is the book Joan Garry wishes she had when she led GLAAD out of a financial crisis in 1997. Joan will teach you how to: Build a powerhouse board Create an impressive and sustainable fundraising program Become seen as a 'workplace of choice' Be a compelling public face of your nonprofit This book will renew your passion for your mission and organization, and help you make a bigger difference in the world.

**Mastering the Rockefeller Habits** Verne Harnish, 2023-09-20 A Detailed Roadmap for Companies at Various Stages of Development on How to Get to the Next Level. Leaders and employees of growing firms want ideas and tools they can implement immediately to improve some aspect of their business. Verne Harnish, serial entrepreneur, advisor, and venture investor, brings to business leaders the fundamentals that produce real wealth—the same habits that typified American business magnate John D. Rockefeller's disciplined approach to business. Harnish masterfully intertwines the legendary business philosophy of Rockefeller with lessons to be learned from ten extraordinary organizations. Aiming to empower present-day business leaders, this remarkably successful book includes invaluable lessons from real-world case studies. A treasure trove of practical situations teeming with insights and actionable recommendations, *Mastering the Rockefeller Habits* will help you unlock the secrets to scaling up your enterprise while simultaneously sidestepping the pitfalls that plague new ventures. From seasoned industry titans to ambitious start-up founders, anyone can swiftly implement these teachings for immediate impact.

**The New Leader's 100-Day Action Plan** George B. Bradt, Jayme A. Check, Jorge E. Pedraza, 2009-03-16 The New Leader's 100-Day Action Plan, and the included downloadable forms, has proven itself to be a valuable resource for new leaders in any organization. This revision includes 40% new material and updates -- including new and updated downloadable forms -- with new chapters on: \* A new chapter on POSITIONING yourself for a leadership role \* A new chapter on what to do AFTER THE FIRST 100 DAYS \* A new chapter on getting PROMOTED FROM WITHIN and what to do then

Dual Transformation Scott D. Anthony, Clark G. Gilbert, Mark W. Johnson, 2017-03-28 Game-changing disruptions will likely unfold on your watch. Be ready. In Dual Transformation, Scott Anthony, Clark Gilbert, and Mark Johnson propose a practical and sustainable approach to one of the greatest challenges facing leaders today: transforming your business in the face of imminent disruption. Dual Transformation shows you how your company can come out of a market shift stronger and more profitable, because the threat of disruption is also the greatest opportunity a leadership team will ever face. Disruptive change opens a window of opportunity to create massive new markets. It is the moment when a market also-ran can become a market leader. It is the moment when business legacies are created. That moment starts with the core dual transformation framework: Transformation A: Repositioning today's business to maximize its resilience, such as how Adobe boldly shifted from selling packaged software to providing software as a service. Transformation B: Creating a new growth engine, such as how Amazon became the world's largest provider of cloud computing services. Capabilities link: Fighting unfairly by taking advantage of difficult-to-replicate assets without succumbing to the "sucking sound of the core." Anthony, Gilbert, and Johnson also address the characteristics leaders must embrace: courage, clarity, curiosity, and conviction. Without them, dual transformation efforts can founder. Building on lessons from diverse companies, such as Adobe, Manila Water, and Netflix, and a case study from Gilbert's firsthand experience transforming his own media and publishing company, Dual Transformation will guide executives through the journey of creating the next version of themselves, allowing them to own the future rather than be disrupted by it.

Who's in the Room? Bob Frisch, 2011-12-06 Is your company run by a team with no name? At the top of every organization chart lies a myth—that a Senior Management Team makes a company's critical decisions. The reality is that critical decisions are typically made by the boss and a small group of confidants—a team with no name—outside of formal processes. Meanwhile, other members of the management team wonder why they weren't in the room or even consulted ahead of time. The dysfunction that results from this gap between myth and reality has led to years of unproductive team building exercises. The problems, Frisch shows, are ones of process and structure, not psychology. In Who's in the Room? Bob Frisch provides a unique perspective to this widely misunderstood issue. Flying in the face of decades of organizational psychology, he argues that the solution lies not in addressing behaviors, but in unseating the senior management team as the epicenter of decision making. Using a broad portfolio of teams—large and small, permanent and temporary, formal and

informal—great leaders match each decision to the appropriate team in a fluid, flexible approach that you won't find described in management textbooks. *Who's in the Room?* is based on interviews with CEOs at organizations ranging from MasterCard to Ticketmaster to The Red Cross. Understand and embrace the way decision-making actually happens in their organizations Use these teams with no names to best advantage Engage the Senior Management Team in the three critical tasks for which it is ideally suited Organizations will get better decisions and superior results by unleashing the full potential of their Senior Management Teams. And bosses will see a dramatic drop-off in people coming into their offices asking, Why wasn't I in the room?

*Sprint* Jake Knapp,John Zeratsky,Braden Kowitz,2016-03-08 From inside Google Ventures, a unique five-day process for solving tough problems, proven at thousands of companies in mobile, e-commerce, healthcare, finance, and more. Entrepreneurs and leaders face big questions every day: What's the most important place to focus your effort, and how do you start? What will your idea look like in real life? How many meetings and discussions does it take before you can be sure you have the right solution? Now there's a surefire way to answer these important questions: the Design Sprint, created at Google by Jake Knapp. This method is like fast-forwarding into the future, so you can see how customers react before you invest all the time and expense of creating your new product, service, or campaign. In a Design Sprint, you take a small team, clear your schedules for a week, and rapidly progress from problem, to prototype, to tested solution using the step-by-step five-day process in this book. A practical guide to answering critical business questions, *Sprint* is a book for teams of any size, from small startups to Fortune 100s, from teachers to nonprofits. It can replace the old office defaults with a smarter, more respectful, and more effective way of solving problems that brings out the best contributions of everyone on the team—and helps you spend your time on work that really matters.

*Robert's Rules of Order Newly Revised, 12th edition* Henry M. Robert III,Daniel H. Honemann,Thomas J. Balch,2020-08-25 The only current authorized edition of the classic work on parliamentary procedure--now in a new updated edition *Robert's Rules of Order* is the recognized guide to smooth, orderly, and fairly conducted meetings. This 12th edition is the only current manual to have been maintained and updated since 1876 under the continuing program established by General Henry M. Robert himself. As indispensable now as the original edition was more than a century ago, *Robert's Rules of Order Newly Revised* is the acknowledged gold standard for meeting rules. New and enhanced features of this edition include: Section-based paragraph numbering to facilitate cross-references and e-book compatibility Expanded appendix of charts, tables, and lists Helpful summary explanations about postponing a motion, reconsidering a vote, making and enforcing points of order and appeals, and newly expanded procedures for filling blanks New provisions regarding debate on nominations, reopening nominations, and completing an election after its scheduled time Dozens more clarifications, additions, and refinements to improve the presentation of existing rules, incorporate new interpretations, and address

common inquiries Coinciding with publication of the 12th edition, the authors of this manual have once again published an updated (3rd) edition of Robert's Rules of Order Newly Revised In Brief, a simple and concise introductory guide cross-referenced to it.

**Playing to Win** Alan G. Lafley, Roger L. Martin, 2013 Explains how companies must pinpoint business strategies to a few critically important choices, identifying common blunders while outlining simple exercises and questions that can guide day-to-day and long-term decisions.

**Corporate Explorer** Andrew Binns, Charles A. O'Reilly, Michael Tushman, 2022-02-02 Corporate Explorers Transform Disruption Into Opportunity With This Proven Framework Innovation used to be seen as a game best left to entrepreneurs, but now a new breed of corporate managers is flipping this logic on its head. These Corporate Explorers have the insight, resilience, and discipline to overcome the obstacles and build new ventures from inside even the largest organizations. Corporate Explorers are part entrepreneurs, using innovation disciplines to jump start cutting-edge ideas, and part change leaders, capable of creating support for investment. They see that corporations already own the ideas, resources, and—critically—the talent to build new ventures. Companies like Amazon, Microsoft, Bosch, LexisNexis, and Analog Devices enable managers to put these assets to use and gain an upper hand over startups that threaten to disrupt them. Corporate Explorer is a guidebook to the practices that enable these managers to go from idea into action. It demonstrates how success is not only possible but may offer entrenched companies better odds than venture-capital backed startups. This actionable and proven framework explains how managers can become successful corporate innovators; it includes tools to: Learn how to apply innovation practices with greater discipline Turn great ideas into a full-time job as an innovation leader Experiment with and scale original business models Transform innovation programs into a thriving source of new business Attract, retain, and motivate entrepreneurial talent Energize employees by creating a realistic way to innovate These lessons come from the trailblazers of corporate innovation—Andrew Binns (Change Logic), Charles O'Reilly (Stanford Graduate School of Business), and Michael Tushman (Harvard Business School)—who have decades of experience helping entrepreneurial-minded executives activate employees to become Corporate Explorers. Entrepreneurs take notice—it's time for Corporate Explorers to set the pace and chart the course for disruption.

**The Million-Dollar Financial Advisor Team** David J. Mullen, Jr., 2018-08-21 Based on interviews with fifteen top financial advisors, this priceless toolkit contains universal principles to guide both veteran and new financial professionals to immediate success. This book features two complete case studies, featuring a “best of the best” advisor whose incredible success showcases the power of all the book's principles working together in concert, and an account of a remarkable and inspiring career turn around that demonstrates it's never too late to reinvent yourself. The Million-Dollar Financial Advisor distills these success principles into thirteen distinct step-by-step lessons that teaches you: how to build and focus on client

relationships, have a top advisor mindset, develop a long-term approach, and much more. Brimming with practical advice from author David J. Mullen and expert insights from his interview subjects, *The Million-Dollar Financial Advisor* equips any financial advisor to succeed—regardless of market conditions.

**Manage to Lead** Peter F. DiGiammarino, 2013-07 Whether one wants to change personal habits, implement a new system, improve a business process, get team members to work together, increase a community's appreciation for diversity, or even to topple a monarchy, taking seven actions driven by seven disarmingly simple truths will individually and collectively help achieve the goal. *Manage to Lead: Seven Truths to Help You Change the World* is a workbook that top educators, consultants, and executives use to help their students, clients, and staffs become effective leaders of strategic change. *Manage to Lead* serves as the core content for a class in Organization Analysis, Strategy and Development (OAS). The workbook introduces a straightforward framework to describe and assess any organization. It also provides a structured approach to plan and implement next steps for an organization as it strives for long-term growth and performance. Those interested in curriculum content for high-end leadership development should consider placing *Manage to Lead* at the center of their program. Those who purchase the workbook are invited to contact the author to request related teaching artifacts including course syllabus, readings list, PDF of class slides, and minute-by-minute timing of 38-classroom hours.

***Double-Digit Growth*** Michael Treacy, 2004-12-28 In their 1995 blockbuster *The Discipline of Market Leaders*, Michael Treacy and Fred Wiersema explained how great companies dominated their markets by offering superior value propositions. Now Treacy is back with an equally groundbreaking book—revealing how great companies master growth each year and how all businesses can identify and exploit opportunities for increased revenues, gross margins, and profits. Treacy's main point is simple—it really is possible to grow your business by 10 percent or more, year after year, in good times and bad, without cheating. Great companies already know how to do it, and the rest of us can learn their strategies and do the same thing. Using case studies from industry leaders such as Dell Computer, Home Depot, and GE, he shows the five steps that are imperative to ensure growth: • Keep the growth you have already earned • Look for growth where it's likely to be found • Take business from your competitors Treacy believes that any business can grow at a consistent double-digit rate, and with *Double-Digit Growth*, managers and investors now have the tools to achieve that lofty goal and maintain corporate success. On the web: <http://www.michaeltreacy.com>

**Scaling People** Claire Hughes Johnson, 2023-03-07 From a Stripe and Google executive, a practical guide to company building and scaling the most important resource it has: its people. Selected for Best Books of 2023 by Bloomberg and *The Economist*! “Whether you are a new manager or a CEO, there are going to be moments when you feel alone and need help. Odds are, the advice you need is in *Scaling People*. You are going to pull this book off your shelf over and over! —Kim Scott, New York Times bestselling author of *Radical Candor* and *Just Work* A leader at both Google and Stripe from their early days,

Claire Hughes Johnson has worked with founders and company builders to try to replicate their success. The most common questions she's asked are not about business strategy—they're about how to scale the operating structures and people systems of a rapidly growing startup. *Scaling People* is a practical and empathetic guide to being an effective leader and manager in a high-growth environment. The tactical information it puts forward—including guidance on crafting foundational documents, strategic and financial planning, hiring and team development, and feedback and performance mechanisms—can be applied to companies of any size, in any industry. *Scaling People* includes dozens of pages of worksheets, templates, exercises, and example documents to help founders, leaders, and company builders create scalable operating systems and lightweight processes that really work. Implementing effective leadership and management practices takes effort and discipline, but the reward is a sustainable, scalable company that's set up for long-term success. *Scaling People* is a detailed roadmap for company builders to put the right operating systems and structures in place to scale the most important resource a company has: its people.

*The Great CEO Within: The Tactical Guide to Company Building* Matt Mochary,2019-12-05 Matt Mochary coaches the CEOs of many of the fastest-scaling technology companies in Silicon Valley. With *The Great CEO Within*, he shares his highly effective leadership and business-operating tools with any CEO or manager in the world. Learn how to efficiently scale your business from startup to corporation by implementing a system of accountability, effective problem-solving, and transparent feedback. Becoming a great CEO requires training. For a founding CEO, there is precious little time to complete that training, especially at the helm of a rapidly growing company. Now you have the guidance you need in one book.

*Team Building* William G. Dyer,W. Gibb Dyer,Jeffrey H. Dyer,2010-12-28 This book is filled with the concepts, ideas, and practical suggestions that are needed for any manager to have at hand if he or she is a member or creator of a committee, team, task-force, or any other activity involving collaboration among several people. The ideas are proven by several decades of experience and well-supported in the text with numerous examples.

***The Everything HR Kit*** John Putzier,David J. Baker,2011 What's that? You don't have an HR department? Or, you ARE the HR department? This is the one-stop resource you've been looking for.

*Implementation Research Toolkit* World Health Organization,2014 Implementation research is conducted within routine systems and real life settings, removed from the controlled settings associated with other types of scientific research. This toolkit was designed to help people learn a standard process that would lead to results that could be compared across regions and countries. It is designed to help identify system bottlenecks and the stakeholders to be involved, formulate appropriate research questions, conduct the research and develop a plan for implementing the study results. Who can use this toolkit? Health care service providers Program staff Researchers Decision-makers Finance and administration officers Media Learn how to: Identify barriers to implementation and formulate the research question Make your case for funding Set

up a study design and appropriate methodologies Plan the project (budget, personnel, timelines, monitoring and evaluation) Collect, analyze and present research information Develop a dissemination plan Monitor and evaluate your research project Over 200 researchers, academics, disease control program managers, policy-makers, health administrators, communication scientists and journalists contributed to test and evaluate the toolkit. Major funding was provided by USAID, with additional support from the Implementation Research Platform at the World Health Organization.

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