Monthly Meeting Agenda Template

Date:

I. Rounding for Outcomes:

- Personal Connection/Relationship Building
- What's working well
- Staff and/or physicians for recognition (who/what/why)
- Systems or processes that need attention
- Tools and equipment to do your job/care for patients

II. Review of Performance by Pillar (via the LEM Report Card and 90-Day Plan)

- Recognition of what's going well
- Verification of evidence-based practices across the pillars (see below and EBL Validation Resources document)
- Resolution of barriers to achieving results

Pillar	Agenda FYI – for your information FD – for discussion FA – for action or decision	Action Items Person Responsible Due Date
Service	 Patient Satisfaction/Physician Satisfaction/Customer Satisfaction Goals/results Rounding logs and outcomes discussion Rounding on staff; rounding on internal customers – outcomes and follow up Review key drivers; review questions on survey Review tactics to improve (90 day plan) 	
People	 Employee Survey Results – action items Turnover/Retention goals – results/progress Rounding on staff – outcomes, wins, trends Thank you notes New hire 30/90 day conversations Employee Evaluations Review tactics to improve employee satisfaction Review turnover; review exit interview forms 	
Finance	Finance Goals/results/progress	
Quality	Quality Goals/results/progress	
Growth	Growth Goals/results/progress	
Community	Community Goals/results/progress	

III. Review of LDI Linkage Grid (status of completing action items)

IV. Professional Development

- What the leader does well
- An area/skill for development

V. Confirmation of priorities

