

Weekly Leadership Meeting Pack Template

The weekly leadership meeting is a focused opportunity for senior teams to align on priorities, review progress, and address key business challenges. This pack provides a consistent structure to help leaders prepare, communicate, and make decisions efficiently.

1. Meeting Details

Meeting Title

Date:

Time:

Duration:

Location / Link:

Chair:

Note-taker:

Attendees:

Purpose of Meeting:

Expected Outcomes:

- ☐ Key decisions made
 - ☐ Issues resolved
 - ☐ Progress reviewed
 - ☐ Priorities confirmed
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Notes

2. Standard Agenda Structure

Agenda Item	Description	Lead	Time	Notes / Expected Outcome
1. Opening and review of actions	Confirm agenda and outstanding items from last meeting	Chair	5 mins	
2. Business performance review	Financial, operational, or strategic updates	CFO / COO	15 mins	
3. Departmental highlights	Key wins, risks, and issues	All Leaders	20 mins	
4. Strategic initiatives	Progress updates and decisions required	Relevant Lead	20 mins	
5. People and culture	Staffing, engagement, wellbeing, or leadership updates	HR Lead	10 mins	
6. Key risks and blockers	Identify and assign actions	Chair	10 mins	
7. Decisions and action summary	Confirm ownership and deadlines	Chair / Note-taker	5 mins	
8. Closing	Confirm next meeting date and priorities	Chair	5 mins	

Tip: Limit agenda items to what truly requires collective discussion or decision. Avoid status updates that can be shared in advance.

Notes

3. Pre-Reading and Preparation

- ☐ Performance dashboards or scorecards shared 24 hours in advance.
- ☐ Department reports summarised in one page per area.
- ☐ Key decisions and questions highlighted at the start of each report.
- ☐ Attendees review materials before the meeting to save time.

Tip: Pre-reading allows the meeting to focus on insight and decision-making rather than information sharing.

4. Key Metrics and Highlights

Metric Area	Target	Actual	Variance	Commentary
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Revenue				
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Cost Management				
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Customer Satisfaction				
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Employee Engagement				
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Operational Efficiency				
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Strategic Projects				
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Tip: Use consistent metrics each week so trends become visible. Discuss reasons behind variances, not just the numbers.

5. Decision Tracker

Decision	Owner	Due Date	Status	Follow-Up
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- ☐ Decisions reviewed at the start of each meeting.
- ☐ Progress confirmed by owners before closing.
- ☐ Outcomes communicated to relevant teams.

6. Risks and Issues Log

Risk / Issue Impact Owner Status Mitigation or Action

Tip: Focus on the top three risks that could affect business goals. Escalate only what requires leadership involvement.

7. Key Actions and Next Steps

Action Owner Due Date Status

- ☐ Actions captured live during the meeting.
- ☐ Owners confirm completion dates before closing.
- ☐ Review outstanding actions at the next meeting.

Tip: End every meeting by reviewing and confirming accountability for each action.

8. Follow-Up and Communication

- ☐ Summary of decisions and actions sent within 24 hours.
- ☐ Key outcomes communicated to relevant departments.
- ☐ Metrics and dashboards updated ahead of the next meeting.
- ☐ Continuous improvement ideas logged for review.

Tip: Post-meeting communication ensures decisions translate into real progress, not just discussion.

9. Optional Additions

- ☐ Guest speakers or external updates.
- ☐ Recognition or success stories.
- ☐ Quick learning or insight session.
- ☐ Review of organisational goals or cultural priorities.

Tip: Keep optional sections brief and relevant to leadership focus.

How to Use This Template

Use this structure as the foundation for all weekly leadership meetings. Keep the pack concise, relevant, and consistent each week. Over time, it will improve efficiency, strengthen alignment, and help leaders make faster, more confident decisions.