

Monthly Meeting Agenda Template

Leader:

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Finance Goals/results/progress 	
Quality	<ul style="list-style-type: none"> • Quality Goals/results/progress 	
Growth	<ul style="list-style-type: none"> • Growth Goals/results/progress 	
Community	<ul style="list-style-type: none"> • 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