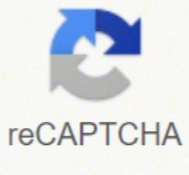


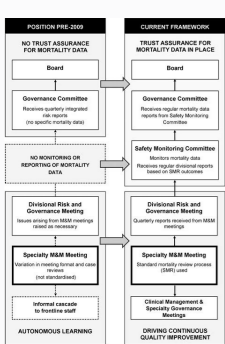


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Quarterly review meeting template



Management Strategy Meeting Agenda Template		
Call to order:	Welcome and introduction by John Mascaro, Division Chair	
Business:	Verify a quorum is present in order to conduct business (2 division elected officers and 3 voting members of the division management committee.)	
	The first business is the reading and approval of the minutes.	
	Are there any corrections to the minutes?	
	Approved	
	Reports	
Division Chair	John Mascaro	Overall Division Activities and Accomplishments
Treasurer	Ruby Lyons	Treasurer's Report
Financial Audit	Suzanne Burke	2007 Q3 Financial Audit
Membership	Sandra Cook	Current Status
Arrangements	Quinn White	2011 Conference Locations
Certification/Standards	Doug Berg	Current Status
Education/Training	Nancy Boudreau	CQA Refresher
Chair Elect/Region Councilors	George Calender	Current Status
Unfinished Business:	John Mascaro, Division Leadership & Membership	
New Business:	John Mascaro, Division Leadership & Membership	
Announcements:	Next Audit Division Business Meeting will be at the 2010 Audit Conference in October, in Orlando, FL.	
	ADJOURNMENT	

Promotion Letter

October 1st, 2007

Mr. X
Y Technologies Private Ltd

Re: - Letter of Promotion

Dear Mr. X,

The Company is pleased to inform you that you have been promoted from Junior Software Developer to Software Developer w.e.f October 1st, 2007.

Also it is our pleasure to inform you that there is an increment in your base salary and it has been revised to Rs. 7000 P.A. w.e.f. October 1st, 2007 as a part of the Performance Appraisal and Commitment towards Company. The detailed Pay Structure is annexed as a part of this letter (Terms and Conditions, Point 1., Annexure I (II)).

We are pleased to inform you that all the other terms and conditions of your appointment remain unchanged.

Please accept our personal congratulations on this well-deserved recognition of your continuing excellent contributions and commitment to our organisation.

We appreciate the efforts put in by you and expect that you would continue to do so in the future.

Congratulations and best wishes!

Yours sincerely
For Y Private Ltd.



Sales Meeting

January 10th, 9:00 AM - 10:30 AM		
NOTE:	Ann Summers	
ATTENDEES:	Ed Johnson, Ann Summers, Greg Johnson, Tom Smith, Don Phillips, Kevin Conner, Dennis Smith, Kevin Brown	
Time	Topic	Presenter
9:00 AM - 9:15 AM	1. Brief Introduction	Ann Summers
9:15 AM - 9:45 AM	2. Review of Previous Minutes	Ann Summers
	2.1 Sales Activity	Ann Summers
	2.2 Pipeline	Ann Summers
	2.3 Deal Status	Ann Summers
9:45 AM - 10:15 AM	3. Deal	
	3.1 Feedback	Ann Summers
10:15 AM - 10:30 AM	4.1 Sales Person Success Stories	Ann Summers
	4.2 Thanks	Ed Johnson
	4.3 Opportunities	Ed Johnson
	4.4 Thanks	Ed Johnson

You'll gain agreement on tactics and identify (and overcome) obstacles before ending the meeting. Without the right people, you won't leave the meeting with anything other than homework. Keep a note of those other great ideas for next time. Choose topics of interest to the wider team. For efficiency, I recommend before the review, you guessed it ... Build the story, capture the imagination. Gather decision makers and strategic influencers. Discussions often reveal underlying issues that are part of a wider problem that may impact profitability and retention. However, you only have 90 minutes to present the last quarter, agree on priorities for the next and the tactics to get there. You'll probably need to put a little meat on the bone when you get back to the office, so think about: The situation, The objectives, The strategies, The key messages, Timelines. Then you are ready to implement your plan. You'll have a meaningful discussion on program outcomes and priorities. What now? Stick it to your laptop. Take time to recognise achievement: Highlight the positive impact your solution has had on your client's business. Don't have a cast of thousands either. Invite stakeholders familiar with the program and who can make a valuable contribution. What has gone well and why and acknowledge the contribution of those who made it happen. It can be tough to hold people's attention at the best of times. Make sure your client books a room, not just time on their calendar. It's also not the time to be learning about unexpected trends for the first time. 90 minutes at most. Most likely, it isn't and they'll just put the phone down sheepishly after being busted for breaking the rules. 6. Strategy vs. Just know why you need to do them and how. So grab a pen and a post-it note and write this down: So what? They need your attention. According to a 1998 U.S. study, the average employee spends 6 hours every week in meetings, and senior managers attend nearly 23 hours. Operational. Keep them apart is all I can say. Now don't get me wrong, how you interact with your client and fulfil your products and services are very important. Kaizen is a Japanese philosophy that embodies change for the better. Not me. Allow enough time. For an effective meeting, everyone must be present - in mind and body. It's often delivered quarterly so you might also see it called QBR meeting (which stands for ...). If you're asking to meet next week, chances are they might not be able to squeeze you in. The reviews will actually happen! You can forecast how much preparation time you'll need and become a time management guru. Deliver business reviews promptly - and set your meetings within 4 to 6 weeks of the period end. I've delivered plenty of reviews in coffee shops and lobbies and it's not fun. Just in case. So this can be tough, especially when you're the supplier, and you are telling the client to get off their phone. Do you have different priorities? What are your pain points? What are some of the big projects you are working on? You may already know some of this, but re-confirm. Get these into an agenda, but be discerning: not every topic can make the short list. Like any forecasting, you might have got it wrong. What you learned from them, and what you're doing about it are the emphases. The Quarterly Business Review is about making major decisions to move the program into the next quarter, so spend most of your time forward focused and discussing the opportunities. 8. Celebrate Success! The QBR meeting is a perfect opportunity to share the success of your program. Who wants to discuss performance for January to March in July? You want decisions! You want action! Don't keep participants any longer than you have to. You'll know the when, where and how, but only your client is going to know the why. It should be linked to overall strategy and objectives and is the results of everyone's activities, interactions and contributions. For example: We've reduced costs by X%. We've shaved X days of our production time. Satisfaction scores have risen by X%. It's also efficient. It helps you gather information, identifies objections, builds support and refines your approach. I also remind you to think small. Your bathroom mirror. You'll be unprepared and also have no idea of how long it'll last. Focus on two or three primary drivers most impactful to your client - and which you have a chance of influencing. Things might be different since you last met. Focus on measurable criteria that cover key

elements such as cost, quality and compliance.A business review meeting is important. I've been tempted with the promise of a quick stop later this afternoon. I'm still there after word has spread that I'm around.7. Avoid the pastYou want to learn from history, not re-live it. Be flexible and adapt if you need to. Interdependent issues will drive engagement during the meeting. Schedule a 30-minute call in advance of the review to have a pre-meeting briefing. No longer. It could reveal vital information that will influence how you approach the program.During the agenda do not introduce new topics spontaneously.Tips for a perfect business review agenda:List agenda topics as questions the team needs to answer>Note if the purpose of the discussion is to share information, seek input, or make a decisionAllocate specific time for each topic and stick to itGive some context - why is this topic on the agenda? Your monitor. You don't want to appear unprepared. When you are presenting recommendations, trends, data, observations - basically, anything - you must be able to answer those two powerful questions:So what? You will get better attendance, more engagement and a great reputation as a meeting host.Send reminders the day before, or the morning of. These aren't just words for business, but tools for life. They're questions I ask myself every day about lots of things.You've already got the outline of your plan from the meeting. Embrace continuous improvement opportunities and spend time on devising strategies that address them.Think innovation - explore new ways to solve old problems.I encourage you to think big. Not everyone is quick with their opinion - so encourage them to share their feedback.4. No surprisesSimple rule: make sure everyone knows what the review is about, why they need to be there and what's required of them"Business Review" is not an agenda.If you've followed Tip #2 then you're already clear on what you want to discuss and why. Your client doesn't want to be surprised either, especially in front of the boss.A pre-meeting is vital to get aligned and deliver a successful review. By that, I mean clarity (what's done, what problems need to be solved and who's doing what) and trust (ideas, learning, commitment and accountability). Get it in the diaryHave a pre-meeting briefingInvite the right peopleSet an agenda (easier than it sounds)No devicesStick to strategyAvoid the pastCelebrate SuccessFocus on gapsAsk yourself: So what? It might not be appropriate to talk cold hard cash, so think of other metrics that might be meaningful. If they only need to be their 30 minutes, then relieve them of any commitment to stay for the duration. Inspire your client. What now?Don't just make statements. Better to admit it earlier and adjust accordingly, than risk non-achievement and a lot of disappointment. Think about how you can get the good news out to the wider business so everyone can bask in the glow of success. Read on for my top tips to whip your meetings into shape and have your clients clamouring for their business review.A quarterly business review (QBR) is an evaluation of metrics and performance of a supplier program over the previous period. Focus on GapsA gap analysis is simply this.Define your future stateAnalyse your current situationIdentify how you'll get from here to thereThis is what will drive your program forward. This is particularly effective if you have an issue not immediately apparent why it's for discussion.Be clear on how participants should prepareIdentify who is the lead for each topicBefore closing each topic, recap on agreed action items, timelines and ownersAllow time to gather feedback from participants on their thoughts about the meeting (what went well, what could be improved).A word of advice: get your clients' sign off on the agenda before circulating. So what, what now?A former manager shared this wisdom with me many years ago and I've lived by it. Whether they a tiny steps or gigantic leaps, over time these will enhance the value chain and deliver meaningful outcomes to your program management.Approach discussions in your meeting using this methodology:Define the problemDocument the current situationVisualise the ideal situationDefine measurement targetsBrainstorm solutions to the problemDevelop the plan10. The purpose is to propel the program forward in a meaningful way.It is not the time to explore day-to-day issues or rehash the past (but more on that later). If it's important enough, they'll do just that and save everyone else from being distracted. It also means you're leaving on a positive note after a thoughtful and interactive strategic meeting in which you spoke of all the great things about your clients' program, not all the problems.If you've not made scheduled it, don't get persuaded for an impromptu session. Ask your client:What are you interested in exploring during the business review?Who are your stakeholders?What are your goals? Request the largest room available, so you're confident you have room for everyone if the number of participants expands.Why not invite your client to visit your office? By the time of the actual meeting, your review will be cohesive and respond to the needs of your client.3. Invite the right peopleDon't do it alone. A conversation about why someone was on hold for 20 minutes, or why their delivery was a few hours late could hijack your entire meeting.Don't sweep operational matters under the carpet. Assign topics if needed and make it clear to everyone the preparation required. Set up another meeting for that purpose. Let your stakeholders know how much you're looking forward to their participation and how important their feedback is to the development of the program (translation: make them feel guilty).During the meeting be on the look out for quiet voices. Make sure you factor in regular reviews and keep you plan agile enough to respond to a changing environment. Don't get distracted during your meeting dredging up old issues. It also adds to their credibility which in turn helps them get stuff done.Shout the message from the mountaintop. When participants are on their laptops or phones it is frustrating, distracting and quite frankly, rude.Beyond that, participants are missing a prime opportunity to build networks and establish relationships. Building rapport is much more effective with eye contact! Even David Cameron banned mobile phones from cabinet. Yes, every week! So it's no surprise they have a reputation for being boring and unproductive. Why?Your clients' diary is likely to be empty so you'll generally get the date of your choice.The more advance notice, the more chance you'll get an appointment. quarterly business review meeting!It ensures alignment and creates a shared perspective. What nowYou're already at a disadvantage if your reviews for the next 12 months are not already in the diary. Cost reduction, cost avoidance, efficiency and quality are always good topics for the QBR.Make sure you have some great examples to share about how your key contact has supported the program. If it's January and you ask to meet in June, how can they refuse? Everyone loves recognition and they're no different. You're already on-site, so it saves you a trip and the time will be controlled better as you'll have a hard-stop for the review. It's a great chance to host the review with a behind-the-scenes visit and meet the teams that support them day-to-day.2. Meet before the meetingIf nothing else, do this one thing. So, if it's good enough for the former Prime-Minister...So some here's how to get your meeting device free:In your agenda let everyone know you'll need their full attention and to please refrain from using devices.When you start the meeting set a gentle reminder that phones should not be used as you want to make the most of the time you have and encourage interaction.To calm any separation anxiety schedule a phone break every 30-45 minutes - between topics on the agenda.If you see someone using their phone, invite them to step out of the meeting while they attend to the email or call. What targets do you have as an individual and as a business?Has anything changed about your role? Make things happen. Just not during the review. You don't want people tuning out and regretting accepting.Circulate the agenda and the business review a few days in advance and encourage feedback so you can fine-tune it.

31/12/2020 · Download One Page Quarterly Employee Review Presentation Report Infographic PPT PDF Document. Template 13 This is yet another employee-friendly quarterly report template that can be downloaded and used. It acts as a self-evaluation report that can bring some drastic shifts in the way an employee works. 27/9/2018 · 1. Quarterly Business Review PowerPoint Templates. With a business review PowerPoint template you can create professional-looking quarterly reports and annual Business Reviews. These provide a structured theme to present every corporate area with data-driven charts and infographics. Also known as a Business Review or an Executive Business Review, a QBR is, at its most basic, just a once-per-quarter meeting with your customer. SolarWinds MSP describes it as "a meeting with your client on a quarterly basis where you discuss ... 25/6/2018 · The quarterly business review (QBR) meeting is the delivery platform to discuss and set OKRs and measure and grade performance as determined by a company's overall mission and values. This article features an overview of QBR meetings, including expert business review planning and presentation techniques. 7/4/2021 · Use this guide and template to customize your performance review process and ensure your reps have everything they need to succeed (and help you succeed, too). One of the best ways to ensure you're providing fair, actionable advice that's even across all of your team members is by operationalizing the process, using a template, and understanding what their ... 4/8/2017 · Performance appraisals generally review each individual's performance against objectives and standards for the trading year, agreed at the previous appraisal meeting. Performance appraisals are also essential for career and succession planning - for individuals, crucial jobs, and for the organisation as a whole. 3/12/2021 · A guide to quarterly planning (plus a template) 8 min read. What happens 4 times a year, is an hour long, and attended by your whole team? A quarterly planning meeting! In this article, we review why they're important and how to conduct them. 15/11/2021 · The COVID-19 pandemic continues to affect federal credit unions and their members. As a result, credit unions continue to need flexibility to ensure the safety of staff and members. Therefore, the NCUA is extending the flexibility for federal credit unions to conduct meetings virtually in 2022. Sample Board Meeting Agenda Template This example covers a more formal situation for a board meeting which includes recording and review of formal meeting minutes. Alpha Company Board Meeting. AGENDA. January 1, 20XX Time: 10:00 am. ... Quarterly sales and marketing review (Sam) Discuss holiday event plan and identify next steps ... 4 Types of Scrum Reports [+ Free Template Download] Writing Scrum Status Reports (+ Free Download) In writing a scrum status report, one thing to consider is it should be able to update the stakeholders on the progress of the project that builds business value and to give an account of value the team delivers to the project such as developing features and satisfying requirements. Presentation template for yearly company performance review. PowerPoint template for yearly company performance review. various company areas review diagram: goals benchmarks and completion checklist, events month by month, financial summary, KPIs 25 flat icons: turnover and revenue, profit, costs, product, employment, production, sales 4/8/2017 · Performance appraisals generally review each individual's performance against objectives and standards for the trading year, agreed at the previous appraisal meeting. Performance appraisals are also essential for career and succession planning - for individuals, crucial jobs, and for the organisation as a whole. 4/1/2022 · 15. 90-Day Review Template . New hires deserve to know how they're doing. Use this template to review an employee's first 90 days at an organization. It will help you set short-term goals and a shared vision for the future. Pros: Helps provide clarity and early performance feedback for new hires. Cons: Limited to manual labor employees. Get the ... 4/1/2021 · They should review the agenda, add topics they'd like to cover, and know where and when the meeting will take place. Second, employees should know what to bring to the meeting and what information might be referenced or pulled into the discussion from the manager's side. Templates - Templates & Examples for People Leaders. OKR Template - 100+ Free & Customisable OKR templates; One on One Meeting Questions - The most comprehensive list of 1-on-1 questions EVER (500+); Ebooks & Guides - Resources to build a culture of high retention & result. OKRs for Remote Teams - Get practical understanding of setting OKRs for your remote ... 3. Rock Review. In Level 10 meetings, a "rock" is a project that will take at least 90 days of work to execute. In this portion of the meeting, attendees briefly discuss whether their rocks are on track or not. The meeting note-taker adds any which are off track to the issues list rather than discussing them. 9/3/2021 · What is a Quarterly Business Review? A QBR is a quarterly review meeting you hold with your customers. SmartKarrot provides a comprehensive description that defines a quarterly business review (QBR). In a recent article they highlight: "It is conducted to discuss their business and how you can add more value. If you forgot to pay quarterly estimated taxes, don't panic. The world is not coming to an end! Read this guide to see what to do to recover and avoid paying too much of a penalty.

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