



Your next step: Create a  
conversation calendar

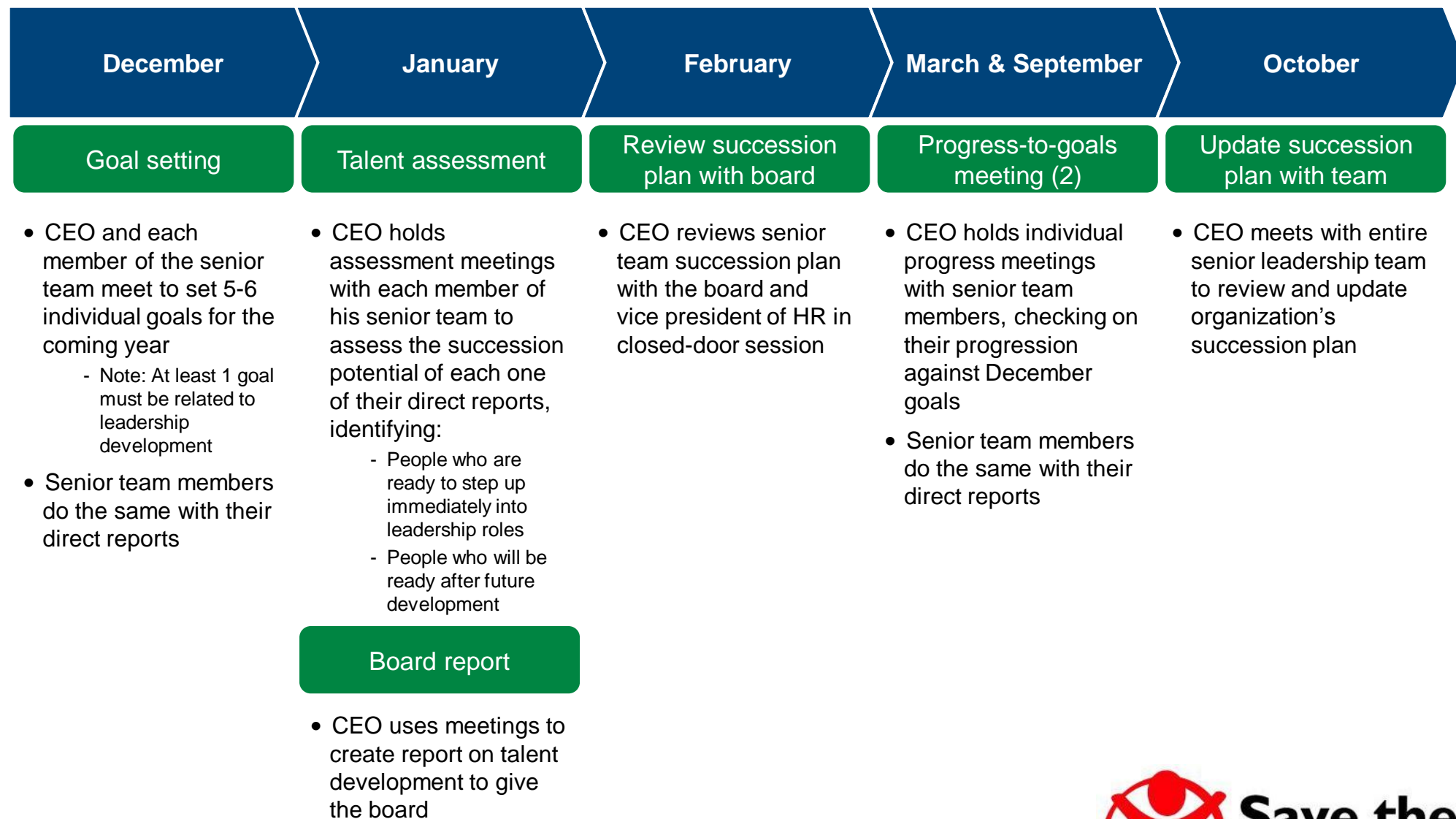
Collaborating to accelerate social impact

# Creating your conversation calendar

- Your conversation calendar will lay out the series of meetings you and your senior leadership team should have to ensure you are discussing key elements of leadership development
- Step One:
  - Look at Save the Children's conversation calendar and read what each meeting is for
- Step Two:
  - Think through the series of meetings you already have with your team and board. Where can you fit in additional leadership development meetings? When should you kick off this process?

For more resources, examples, and information visit:  
[www.bridgespan.org/leadershiptoolkit](http://www.bridgespan.org/leadershiptoolkit)

# Example: Save the Children's conversation calendar



# Activity: What will your leadership development conversation calendar look like?

## YEARLY CALENDAR

January	February	March
April	May	June
July	August	September
October	November	December

## MEETING TYPE

Goal setting

Progress-to-goals meeting (1 of 2)

Progress-to-goals meeting (2 of 2)

Talent assessment

Board report

Review succession plan with board

Update succession plan with team