

## 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

## **Example:** Save the Children's conversation calendar

December	January	February	March & September	October
Goal setting	Talent assessment	Review succession plan with board	Progress-to-goals meeting (2)	Update succession plan with team
<list-item><list-item></list-item></list-item>	<ul> <li>CEO holds assessment meetings with each member of his senior team to assess the succession potential of each one of their direct reports, identifying:         <ul> <li>People who are ready to step up immediately into leadership roles</li> <li>People who will be ready after future development</li> </ul> </li> </ul>	<ul> <li>CEO reviews senior team succession plan with the board and vice president of HR in closed-door session</li> </ul>	<ul> <li>CEO holds individual progress meetings with senior team members, checking on their progression against December goals</li> <li>Senior team members do the same with their direct reports</li> </ul>	<ul> <li>CEO meets with entire senior leadership team to review and update organization's succession plan</li> </ul>
	Board report			
	• CEO uses meetings to create report on talent development to give the board			Save the

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

