

TASKING STEPS

Demonstrate Tasking
Do for 2-3 people



STEP 1. Meet with President/Top Exec (initial meeting-1):

Do TASKING: Identify (a) business goals, (b) key people and (c) skills and tasks for 2-3 people, including him/her last.

Review Task Answers
Get commitment
to start



STEP 2. Meet with President/Top Exec (initial meeting-2):

Print Task Answers – Review Previous Tasking and Get commitment to start program
Set time for Kickoff, and to Complete Tasking.

Complete Tasking
Set time to meet with
participants



STEP 3. Meet with President/Top Exec (complete Tasking):

Complete Tasking for all participants, and set times to meet with participants.



Introduce program to participants
Review Tasks with participants

STEP 4. Meet individually with Participants:

Explain the Program, Explain the company's "Big" goal, Get their Answers to Skill Questions, Review management's list of Skills and Tasks for them

Provide feedback to Boss
Final review



STEP 5. Meet with President/Top Exec (final pre-kickoff):

Print Task Answers – Review participants' feedback and any Issues uncovered. Moderate if there are issues.



STEP 6. Kickoff:

Give all participants a binder with Company Goals and their Specific Tasks. Also include page for Mind Mapping of their Task, and any exercises for the 12 weeks

Have every participant create a Mind Map of their Task, and then, review their Mind Map to the group.

Field all questions and issues, using a white board when needed, to help moderate and resolve issues.

Introduce 7-Day Goals.