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| **Meeting:** | Executive Leadership Meeting | |
| **Purpose:** | Provide visibility on key financials, projects, risk management activities, and Customer and Employee engagement initiatives. | |
| **Date:** | 1 January 2020 | |
| **Time:** | 08:00 – 16:00 | |
| **Location:** | Boardroom, Head Office | |
| **Required Attendees:** | CEO – Name Surname  CFO – Name Surname  CTO – Name Surname  People & Culture Director – Name Surname  Key Account Management Director – Name Surname | Heads of Divisions:  Division A – Name Surname  Division B – Name Surname  Division C – Name Surname  WH&S Manager – Name Surname |
| **Optional:** | Business Improvement Manager | |
| **CC:** | President, APAC Region | |

**Agenda:**

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| **Schedule** | **Agenda Items** | **Responsible** |
| 08:00 – 08:15 | Agenda Review | All |
| 08:15 – 08:30 | Business Arising from Previous Minutes | All |
| 08:30 – 09:00 | CEO opening remarks and presentation | CEO |
| 09:00 – 09:30 | Financial Reports and Budget Review | CFO |
| 09:30 – 10:00 | Workplace Health & Safety Update:   * Q1 Report * COVID Management Plan | WH&S Manager |
| 10:00 – 10:15 | Break | All |
| 10:15 – 10:40 | People & Culture Update:   * Engagement Survey and Action Plans * Flexible Working Program Update * Diversity, Equity and Inclusion Program | People & Culture Director |
| 10:45 – 12:15 | Divisional Updates:   * Division A * Division B * Division C | Head of Division |
| 12:15 – 13:00 | Lunch | All |
| 13:00 – 13:45 | Strategic Plan Review and Continuous Improvement Program | CEO (Facilitator) |
| 13:45 – 14:30 | Customer Experience & Engagement Programs | Key Account Management Director |
| 14:30 – 14:45 | Break | All |
| 14:45 – 15:30 | IT Update:   * Technology Implementation Projects * Virtual Meeting Tools | CTO |
| 15:30 – 16:00 | All Other Business | All |