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| Document | Code of Conduct for an Executive Team |
| Content | Some useful rules for running a productive Executive Team |
| Source | Michael Hirt |

1. We respect the individual

- Open & honest communication
- Encouraging each other with positive feedback
- Recognising our successes
- Integrity - No bad mouthing
- No public scoldings
- Negative feedback only on a one-on-one basis

2. We use our colleagues' time economically

- Communication is short and simple
- No interruptions of meetings & communications (e.g. mobile phones, doing other work, interrupting one-on-one meetings)
- No email ping-pong

3. We get the work done

- We establish a shared understanding of goals before we act
- We are decisive or postpone decisions with a clear deadline
- We end meetings with a clear and documented agreement on decisions, next steps, deadlines and responsibilities
- We stick to mutually agreed deadlines
- We are well prepared and deliver quality
- We make mistakes only once and learn from them
- We don't interfere with other's responsibilities
- We make sure that decisions are prepared and taken at the right level of the organisation

4. We make sure on a regular basis that our group process is on track (group feedback)