



LEADERSHIP FORUM 2024 ACTION SUMMARY

01

Time Ownership

Respect time. Organise calendar

02

Prioritise Work

Be mindful of deadlines. Communicate priorities (P1-P4)

03

20-Minute Meetings

Be prepared, be on point, and be productive

04

Have Coaching Conversations

Early intervention

05

Be Empathetic

Have understanding and put perceptions aside