

THE CITY MANAGER'S PLAYBOOK:

CRAFTING HIGH-IMPACT WEEKLY LEADERSHIP MEETINGS

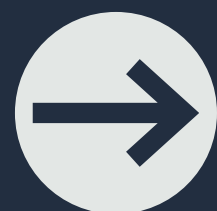


As a city manager, your weekly meeting with department heads is more than just a routine check-in—it's a pivotal opportunity to align vision, drive progress, and tackle your city's most pressing challenges. Yet too often, these crucial gatherings fall short of their potential, becoming mere status reports or inefficient time drains.



This playbook is designed to transform your leadership meetings into dynamic, productive sessions that energize your team and accelerate civic progress. Whether you're revamping a struggling meeting structure or fine-tuning an already solid process, these five strategies will help you maximize every minute with your leadership team.

Ready to elevate your weekly meetings from ordinary to extraordinary? Let's dive into the playbook.



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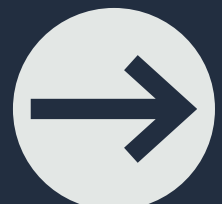


SET THE STAGE FOR SUCCESS

- Define a clear, consistent purpose for the meeting
- Establish a regular schedule (e.g., every Monday, 9-10:30 AM)
- Create a standard agenda template to ensure focus and completeness
- Distribute the agenda and any pre-reading materials in advance



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PRIORITIZE STRATEGIC DISCUSSIONS

- Begin with brief, essential updates from each department (2-3 minutes max)
- Focus the bulk of the meeting on cross-departmental issues and city-wide initiatives
- Allocate time for collaborative problem-solving and decision-making
- Encourage forward-thinking discussions about upcoming challenges and opportunities



3



FOSTER A CULTURE OF OPEN COMMUNICATION

- Create a safe space for honest dialogue and constructive feedback
- Encourage department heads to bring up interdepartmental challenges
- Promote collaborative problem-solving among departments
- Ensure all voices are heard, especially on contentious issues
- Lead by example in active listening and respectful debate



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DRIVE ACCOUNTABILITY AND FOLLOW-THROUGH



- Conclude each topic with clear action items and responsible parties
- Set specific deadlines for follow-up on decisions made
- Begin each meeting by reviewing progress on previous action items
- Hold department heads accountable for their commitments
- Celebrate successes and address missed deadlines constructively



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COMMIT TO CONTINUOUS IMPROVEMENT



- Regularly assess the meeting's effectiveness (e.g., quarterly anonymous survey)
- Adjust the format based on feedback and changing city needs
- Encourage department heads to suggest improvements to the meeting structure
- Lead by example in punctuality, preparation, and active participation
- Periodically bring in fresh perspectives or external facilitators for new ideas



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REMEMBER...



Implementing these strategies isn't just about improving a weekly gathering—it's about transforming the very core of your city's leadership dynamics. By crafting high-impact weekly meetings, you're setting the stage for enhanced collaboration, clearer communication, and more effective governance across your entire organization.

Remember, the most successful city managers don't view these meetings as a chore but as a powerful tool for driving progress and fostering a culture of excellence. As you apply this playbook, you'll likely see ripple effects extending far beyond the conference room, influencing everything from interdepartmental cooperation to the pace of project completion.



Consistency is key. Stick with these practices, refine them to fit your unique context, and watch as your leadership team becomes more aligned, motivated, and effective.

The result? A more responsive, efficient city government that's better equipped to serve its citizens.

Your weekly leadership meeting isn't just an administrative task—it's your opportunity to set the tone, pace, and direction for your entire city. Make it count.

