Leadership EVP Implementation Toolkit

Overview

Leader

Department:

Quarter:

EVP Communication Template

Team Meeting Agenda

EVP Overview

Key Messages:

Discussion Points:

Action Items:

One-on-One Discussion Guide

EVP Element Review:

Personal Impact Discussion:

Development Planning:

Action Commitments:

Team Experience Assessment

Quarterly Team Survey
Rate each element 1-5 (1=Poor, 5=Excellent)

EVP ELEMENT	TEAM RATING	INDUSTRY BENCHMARK	GAP	ACTION NEEDED
Compensation				
Benefits				
Development				
Culture				
Environment				

Focus Group Template

Participants:

Key Questions:

Findings:

Recommendations:

Action Planning Guide

1. Focus Area:

Current State: Desired State:

Action Steps: Timeline:

1.

2.

3.

Resources:

Success Metrics:

Repeat for additional focus areas

Recognition Program Framework

Recognition Types

1. Immediate Recognition

Criteria: [   ]

Methods: [   ]

Examples: [   ]

Frequency: [   ]

2. Milestone Recognition

Criteria: [   ]

Methods: [   ]

Examples: [   ]

Frequency: [   ]

3. Team Recognition

Criteria: [   ]

Methods: [   ]

Examples: [   ]

Frequency: [   ]

Coaching Conversation Guide

EVP-Aligned Coaching Template

1. Topic:

Situation:

Background:

Assessment:

Recommendations:

Action Plan:

Follow-up Date:

Progress Tracking Tools

Monthly Metrics Dashboard

METRIC	TARGET	CURRENT	TREND	ACTIONS
Engagement Score				
Retention Rate				
Development Progress				
Recognition Activity				
Feedback Score				

Quarterly Review Template

Key Achievements:

Challenges:

Learnings:

Next Quarter Focus:

Resource Needs:

Implementation Timeline

Month 1: [   ]   Month 2: [   ]

Month 3: [   ]   Review Date: [   ]

Additional Resources

Training Materials: [   ]

Reference Guides: [   ]

Support Contacts: [   ]