

Host Prep Guidelines Background



You are **God's steward**. Your relationship with Him will affect everything else you do. Be prepared to talk about where you are currently with the Christ and how He is affecting you.

Come prepared to put your Legacy advisory board to work for you and your company. Have 13 issues or questions prepared for them to work on with you and goals set for the meeting. Make the best use of their time.

In the **Business Report** section of the hosts time, try to spend 20% of the time going over the numbers and 80% of the time working on the relational issues.

Early on just getting familiar with the financial reporting will be a challenge. The more it is done, just like most tasks, it will become more routine. The **Scorecard** (separate document) is the base information most bankers use to determine risk in loaning money. The exercise of looking up this information to fill in the Scorecard helps improve the discipline of managing the financial side of the business.

Process issues arise from time to time and cause disruption to the normal flow of operations. Bringing them to the Forum can be helpful. Many times we are too close to the issue and have a hard time solving it. Getting suggestions from outside our business team can be enlightening.

Report on **Project updates** is a good way to be held accountable for making progress.

Action steps are key also for accountability and getting things done.

Often, the **Relationship Responsibilities** with running a business team does not get the amount of time it deserves. People are the main component of most businesses and the most challenging to lead. They are also where God calls us to have the greatest influence. Selecting and serving our people (employees, customers, vendors, etc.) is where our calling exists for business owners. If you believe this statement then you should agree that they deserve more of your time and attention. Plan on spending 80% of your time here. The relational legacy you build with your business team will influence them as well as their own relational networks.

Taking time to evaluate how you are doing with leading your **family** is a good discipline. Asking yourself good questions regarding your family's health is meant to keep you on track in building a legacy at home.

Giving back and/or influencing for the good in your **community**, including your church, is a part of building a legacy that can live on through the next generation. Where are you especially spending energy influencing your community?

Host Prep Guidelines



What have you and God been talking about lately?

What 1-3 things/issues do you want the forum's help with when you host? At least one of them should be regarding being a Godly leader, have a Godly style, or develop a Godly culture.

Business Report -

Financial / Processes—20% of time

Scorecard—bring scorecard filled out for the last 3 years.

Bring latest monthly update on balance sheet and P&L versus the projections.
(On track / Off track? Why?)

Financial Issues—(Sales, A/R, Inventory, Etc.)

Process Issues—(Sales process, Collections process, Order process, Etc.)

Project Updates—(New software implementation, New hires, Etc.)

Relational—80% of time

What is the company vision? Where are you taking your people?

What is the company culture and how are you managing it?

When and how did you last communicate the company values and goals?

How are your direct reports, middle managers, and front line people doing?

How are weekly group meetings with direct reports going?

What are you doing to help your people grow?

What is the feedback from your customers?

Note any action steps and due dates regarding people

Family -

How is the business blessing your family?

What effect does the business have on family life?

What have you personally done to bless your family in the last month?

How is everyone's walk with God maturing and deepening?

Note any action steps and due dates regarding Family

Community -

What are you doing to bless your community?

Note any action steps and due dates regarding community

Prayer Needs -