



Executive Visitations

OBJECTIVES	<ol style="list-style-type: none">1. Provide a process for conducting Executive Visitations.2. Provide interpersonal and technical skills needed to conduct visitations that stimulate the work force.
COURSE SUMMARY	<ul style="list-style-type: none">• Developing the visitation structure and schedule• Integrating the visitation schedule and the strategic plan• Visitation objectives• Developing the pre-visit briefing package• Developing the executive plan• Conducting the visitation• Conducting the visitation follow-up
KEY TOPICS	<ol style="list-style-type: none">1. Scheduling matrix2. Pre-visit briefing package3. Visitation plan4. Follow-up activities
TARGET GROUP	Executives
CLASS SIZE	5-15
RECOMMENDED DURATION	1 day
PREREQUISITES	Taking the Mystery Out of Strategic Planning, Policy/Strategy Deployment or strategic planning and deployment equivalent.
INSTRUCTIONAL FORMAT	<p>Lecture, discussion, and group exercises utilizing the existing strategic plan as a base.</p> <p>Participants will create a Scheduling Matrix, review a pre-visitation package, prepare a visitation plan and conduct a visitation.</p>
COMPANION COURSES	Partners in Service, Process Management Overview, and How Do I Know What to Measure