

LISTEN SHAPE COLLABORATE DELIVER

# Steering Group Preparation and follow-through

## Preparation and follow-through

Part of the PiC Steering Group Toolkit

Version 1.0

## Importance of preparation

This builds on some very practical experience of many of our change practitioners

It sets out the type of things that should happen:

- Before and
- after the Steering Group

Good preparation helps the Steering Group to make the right decisions – decisions that help them programme succeed

### BEFORE – Start with the agenda

- Set out the decisions that need to be taken
- Allocate time to setting any direction the team needs
- Finally, if there is time, table any discussions it would be worthwhile having at Steering

### Collate the data needed; keeping it clear and concise

- Start early to give time to preparation, but not so early that the right information isn't available
- Include the information needed to inform the decisions – with clear options and recommendations
- Prepare mitigation, contingency and recovery plans for risks or issues

### Brief key stakeholders - avoid surprising them on the day

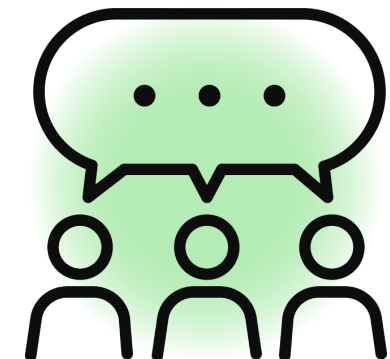
- Ensure all relevant stakeholders are briefed on decisions needed, key changes, issues and risks

### Finalise the supporting material and distribute

- Make sure the material tells the right story, openly, and with a crystal clear narrative
- Keep the pack as brief as possible, with all supporting detail in appendices
- Script any important voice-overs

### AFTER - Follow through rigorously

- Get the minutes, including decisions and actions, documented clearly, accurately and quickly
- Make sure you communicate quickly and appropriately with the delivery team
- Ensure that the commitments made during the meeting are met
- Where this cannot be done, explain why this is the case
- Where necessary, arrange follow-on meetings (possibly 1:1) to deal with issues remaining from the meeting



**PARTNERS**  
IN CHANGE

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[picconsulting.co.uk](http://picconsulting.co.uk)



0161 913 2213



[info@picconsulting.co.uk](mailto:info@picconsulting.co.uk)



Partners In Change Consulting Ltd  
2nd Floor Lowry Mill,  
Manchester, M27 6DB  
United Kingdom