



MGE management experts
WEEKLY STAFF MEETINGS
By L. Ron Hubbard

All staff should be gathered together, once a week, to hold a staff meeting.

Weekly staff meeting is not just a meeting where an in-charge lectures the group.

Each person is responsible for his own stat or stats of his sector and, at the meeting, must personally stand up and report on them and show the graph or graphs.

The evening of the day when all the weekly stats are in must be chosen as the staff meeting day. At that time all the stats of the past week would have been graphed.

The order of business of the staff meeting would be:

1. Flaps* and handlings.
2. General business announcements.
3. Presentation of stats and trends by individual staff members and a condition assigned to each stat with a battle plan* for each.

In a large organization where it is not feasible for each staff member to present their individual stat and battle plan, the organization's senior executives would determine which stats and battle plans are to be presented. Minimally, even in a very large organization, this would include each department and division head and the senior executives.

4. Summary of conditions assigned to be the condition of the whole group.
5. Bonuses for the week announced.
6. Combined battle plan.

All stats must be included that should come under the group and they must be individually assigned to persons. And that person must report on them.

Stats must be real and represent actual production, leading toward a valuable final product.

The number of minor stats developed must not then overshadow the major stats of the group and if they do, then the major stats must be given greater weight in the assignment of the final group condition.

Each person in the group is personally responsible for:

- a. having a correct stat which reflects production factually,
- b. the stats of his area of responsibility,
- c. graphing the stat or stats on time,
- d. presenting the stat and any clarifications,
- e. presenting a battle plan for each stat for the coming week,
- f. full knowledge of reading stats, stat interpretation and conditions.

The staff meeting is chaired by the Executive Director or CEO.

The group as a whole is responsible for the accuracy of individual stat conditions.

The purpose of the staff meeting is to develop a team spirit of mutual cooperation and coordination. It links bonuses to production and gives the group, by that, control over their own income.

Battle Plan: A series of exact doable targets for the coming day or week which forward the strategic planning of an individual or a group.

Condition: One of the states of operation or existence which an organization, its parts or an individual passes through. Each condition has an exact sequence of steps, called a formula, which one can use to move from the current condition to another higher and more survival condition.

Flap: Something that causes a commotion or uproar or disturbance.