

# LEADERSHIP PRACTICES

## TO TAKE THESE VALUES TO ACTION

Bellow you will find leadership practices which are instances along the year to reinforce your competences, exercise your leadership and, collectively, consolidate culture and values of Falabella Group.

**I (ME) - WE (TEAM) - IT (BUSINESS).**



## LEADERSHIP PRACTICES (WE)

Leadership practices are instances that you have as a leader to foster trust and development of your teams, to ensure compliance in organizational aims. The set of leadership practices will allow you to maintain your team tuned, aligned and working optimally. Each one of them use Leadership playbook tools to embody and promote the four Falabella values and create coherence and belonging and proud meaning.



**ONE BY ONE**



**DEVELOPMENT  
FEEDBACK**



**EXECUTION  
MEETING**

## TEAM LEADERSHIP PRACTICES (WE)

### EXECUTION MEETING

- **Hearing:** Direct Team
- **Timing:** 1 hour
- **Frequency:** Weekly
- **Date:** Beginning of each week
- **Leads:** Team leader

Execution and tracking meeting are more than a point in the calendar. These are valuable moments to connect, collab and grow up with your team. Is the way that the operation interlock, which allow us to move nimbly to satisfy customer needs.



#### SPECIFIC OBJECTIVES

- » Connect weekly with direct report team to encourage collaboration and communication.
- » Continuous tracking to projects, engagements and initiatives from previous week.
- » Establish individual commitments to reinforce co responsibility and connect personal and team goals.
- » Coordinate action to the week, including:
  - » Resolving problems and pull up barriers.
  - » Ask for help or collaboration.
  - » Prioritize or re prioritize according to needs.
- » Identify and manage internal collaboration needs or with another teams, encourage integrity and efficiency in joint work.



#### PRO TIPS

- » **Preparedness and organization:** Make the meeting at the same day and hour every weekend with an agenda. Update specific themes for the week previous working day and use a list of pending themes for important topics out of the meeting.
- » **Communication and aims:** Track weekly aims, formulated in SMART form, and monitor control board defined. Communicate clear and directly, focus in problems not in people, avoid unnecessary corrections.
- » **Tracking and collaboration:** Deal with the meeting as a group activity, ensuring presence and collaboration from everybody. Designate a secretary to summarize and communicate agreements, creating an climate where everyone contributes.

## TEAM LEADERSHIP PRACTICES (WE)

### EXECUTION MEETING



#### MEETING STRUCTURE TRACKING AND EXECUTION

- 1 Check in group (10 minutes)**
  - » Brief space to connect with the team, to know how are they arriving to meeting and week.
  - » Give an space to share from personal.
  - » Use **check ins tools** from playbook.
- 2 Week information (10 minutes)**
  - » Share relevant themes to handle.
  - » Establish what it is expected to the week (what are we considering as success this week?)
- 3 Progress review/ previous agreements/new themes/help (35 minutes)**
  - » Use dashboard from who every leader expose updated data from week (new information, required feedback, necessary help, etc).
  - » Establish progress agreements with responsible and clear dates.
  - » Iterate for each prioritized them or according initiative with meeting aims.
- 4 Closure and next steps (5 minutes)**
  - » Summarize main conclusions and achieved agreements.
  - » Use technological mechanisms to track as [Fellow](#) , [Tasks en Teams](#), [Tableu](#) and [Trello](#).
  - » Systematically share agreements trough team according channel.