

Digital Lead Culture Meeting Template

Download this template for every meeting you have with your Leadership Team. This will ensure you are having productive meetings and managing your Digital Culture effectively.

Complete this document prior to your meeting and input your findings from the exercises.

Company Name:_____

Digital Lead Name:_____

Health Check completed:_____

Tool Kit completed: _____

Findings from first Health Check –
complete the 2nd score within
12 weeks' time of the 1st Health Check:

Initial Score:	YES: _____
	NO: _____
Second Score:	YES: _____
	NO: _____

Findings:	Actions that need to be taken:

From completing the Tool Kit – what do you now want to implement?
This is the chance to have this authorised from leadership.

Findings:	Actions that need to be taken:

What training and support does the Digital Lead and staff need moving forward:
This can include; training, equipment, software.

What are the financial implications for the business and what is the budget available?

What are our control measures moving forward?

How do we know if the training has worked? Who is in control of the equipment and software? Which policies do you need to have in place to add extra control measures?

How long will this all take? When does it need to be done?

Confirm the next meeting. Once confirmed put a meeting in your digital calendar and invite all parties involved so this doesn't get forgotten about: