



Based in Europe - Working Internationally

Executive Intercultural Meeting Prep

One-page tool for high-stakes meetings. Fast to complete. Easy to reuse.

Meeting: _____

Date / format: _____ in-person virtual hybrid

My role: _____

Outcome (one line): _____

Stakeholders and decision reality

Decision owner: _____

Key stakeholder(s) (name/role): _____

Key influencer(s) (formal or informal): _____

What matters most to them (1 line): _____

Hidden stakeholder check: Who needs to feel consulted before a decision is 'real' _____

Perception reset

Observation (facts): _____

My interpretation (assumption): _____

Alternative explanation: _____

Communication calibration (circle one)

Directness: Direct / Indirect

Explicitness: Explicit / Context-based

Formality: Formal / Informal

Pace: Slower-context / Faster-concise

Leadership presence (readable authority, authentic delivery)

Authority signals I will use: _____

One boundary line (interruptions / scope / time): _____

One decision / closing line: _____

Leadership Signal Scan (incl. gender dynamics, where relevant)

Role clarity sentence: _____

Choreography choice (who I acknowledge / invite early): _____

Worked / adjust next time: _____