

30/60/90 Day Plan for Key Account Managers

Week 1

30 Days

60 Days

90 Days

Other

Orientation

Set up your workspace, connect with management and stakeholders.

Set up recurring performance review meeting (handover and knowledge transfer with previous Account Manager).

Review organizational structure and reporting lines.

Review position description and responsibilities.

Confirm performance targets and how they will be measured.

Equipment (laptop, phone, headset) and software licensed.

System logins received, activated and correct level of access.

Set up initial 90-day calendar.

Meet, Learn & Understand

Get up to speed, take charge of your team and institution quickly.

Handover and knowledge transfer with previous Account Manager.

Introduction to internal stakeholders (Account Management, Operations, Supplier Relations, Project & Marketing, Business Development, Technology).

Meet with relevant subject matter experts for deeper understanding of organization, products and processes etc.

Meet with my manager to understand their roles and responsibilities.

Add already scheduled internal and external meetings to my calendar.

Send initial communication to clients regarding appointment (profile, contact details, induction plan).

Record a 30-second video 'About Me'.

Strategy & Planning

Create your internal calendar, your strategy and success plan.

Conduct SWOT analysis, market/competition analysis for clients.

Identify growth opportunities - both product (e.g. meetings, consulting, VR/Executive, regional mobile, traveler hosting, online and offline (new accounts, increased sales activity, stage of market).

Conduct control audits to ensure all items and conditions implemented and being met such as volume, pricing, service, SLA, KPI, billing.

Review Q3/Q4 management and reporting (internal/external systems) for opportunities to improve reliability and measurability (e.g. email monitoring, accuracy, response times).

Review competitive intelligence (what I read, heard & what I can do myself).

Create stakeholder maps to identify decision makers, influencers and budget holders for each client.

Assess leadership strength (good, neutral, bad).

Add Value

Build momentum that will allow you to hit your 30-day.

Provide feedback on any best practice insights we gained to improve processes (through-out re-inventing the wheel).

Meet with relevant suppliers to discuss opportunities for joint venture strategies.

Establish reporting on performance to demonstrate progress towards targets.

Review Q3/Q4 management and reporting (internal/external systems) for opportunities to improve reliability and measurability (e.g. email monitoring, accuracy, response times).

Establish business relations for my department to ensure insights and information delivery to value.

Explore new opportunities to engage with clients (think tanks, user groups, product fits, satisfaction surveys, gap analysis etc.) to strengthen relationships and value added sales.

Additional Tasks

Established 30-day plan to review and refine in 30 days.

TRAINING: Cover Day 10-30 Days. The Account Manager Guide to Sourcing a New Job.

REVIEW: Use resources in Day 10-30 Days to review templates, guides and forms.

READ: The First 90 Days: Proven Strategies for Jumping Into Any New Job.

READ: The Nine-Legged 100-Day Action Plan: How to Take Charge, Build a Team, Set Goals, and Get Immediate Results.

60 90 Key

R Bogdan

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