



# Maximizing Staff Meetings

Bringing together your staff is an important chance to build working relationships in your child care setting. If you do not plan your staff meeting to be worthwhile, engaging, and safe, then your staff will come to dread staff meetings or see them as a waste of time. This can easily be avoided by having a meeting plan.

## BEFORE YOU SCHEDULE THE STAFF MEETING, THINK ABOUT...

### WHO needs to be in the meeting?

Is this meeting for all staff? Lead teachers?

Remember that if someone is included in a meeting there should be a reason for them being there.

Once you know who is coming then you can think about their specific needs.

### WHAT topics will be covered in the meeting?

Are these topics that have been covered before? If so, make sure to give an update on what happened since the last meeting.

Make sure each topic is relevant to each person at the meeting.

### WHERE will the meeting be held?

What meeting location is most comfortable/convenient for all participants? Comfort is a very important part of making sure that people respond to the meeting thoughtfully.

### WHEN will the meeting be held?

The meeting should be held at a time that does not create a significant burden for any attendees.

The meeting should have an end time that you stick to no matter what. This demonstrates to all meeting participants that you respect their time.

### WHY is the meeting necessary?

It is important to remind everyone attending the meeting why they are there. Planning this out ahead of time allows you to put that info into the event invite.

Staff meetings are often repeated, but it is still important to think through the purpose of each specific staff meeting to avoid them becoming stale.



# Meeting Agenda Template

## Welcome & Connect

TIME: 5-10 MINUTES

Get everyone talking! Share appreciations and let everyone know you are glad that they are there. Explain what the meeting is about and what information you would like participants to share.

## Discover

TIME: 10-20 MINUTES

Share the information that you have brought to the meeting and invite others to share their information.

## Brainstorm

TIME: 10-20 MINUTES

Brainstorm solutions to any challenges raised in the previous step. Let everyone who wants to contribute have a chance. To speed this up, try having people write down their ideas on a large sheet of paper.

## Decide

TIME: 10-30 MINUTES

Discuss the options that you brainstormed and choose which one to go with. You can use a vote, or discuss the options until most people agree on one.

## End

TIME: 5-10 MINUTES

Make sure everyone knows what they are responsible for doing and when!