

PLC Meeting Tips

Scheduling & Location

Commit to holding staff meetings on a regular basis. When meetings are held sporadically or are frequently cancelled, it speaks to the true importance of those meetings.

- Hold staff meetings regularly.
- Schedule meeting in advance. Inform staff of the dates, post a calendar and be sure that everyone is aware well in advance when meetings are scheduled.
- Schedule meetings at a convenient time and place.
- Distribute/email the agenda and any other related documents prior to the meeting.
- Find a space for the meetings that is free from distractions.
- Consider the environment. Create an inviting and inspiring space. Provide a space (e.g. a bulletin board) for information sharing, staff recognition, etc. Offer refreshments to keep staff energy up.

The *Agenda

Properly conducted staff meetings are a forum for continuous improvement.

- Follow an agenda and stay on track. Start and end on time. Allocate a time for each agenda item and designate a timekeeper.
- Start with the end in mind. Be clear and intentional about the purpose of the staff meeting.
- Teach something! Incorporate knowledge- and skill-building into every. Connect the agenda items to best practices. (E.g. If an agenda item focuses on discussing discipline issues that have arisen at the site, incorporate information on positive discipline best practices into the dialogue.)

The Social Climate: Invest in Relationships

When the feeling in the group is warm and supportive, it is easier to see that everyone is in it together and the success of the group is inseparable from the success of each individual. Without a good feeling, people tend to stay focused on their differences.

- Make meetings dynamic and something that staff don't want to miss. Use staff meetings to create the excitement and enthusiasm that can only take place when people are together.
- Build in opportunities for commonality and connection (e.g. icebreakers, team-building exercises).
- Provide opportunities for social interaction.
- Incorporate recognition, praise and celebration.

Staff Voice

A staff meeting is not a management sermon and should not be presented in a distracted or condescending tone. The ideas and perspective of staff should be solicited, considered and incorporated.

- Promote genuine discussion related to the agenda items.
- Address issues of concern or that will impact on the staff or the service provided. Find out if there are any specific issues that are creating tension or apathy with the group or at the organization.
- Allow staff a degree of control over the agenda.
- Try alternating who will facilitate meetings and who will write the minutes so that everyone has a turn and the opportunity to hone their skills.
- Incorporate multiple modes of interaction including small groups and pair share to brainstorm and generate ideas.

***Sample Agenda Template (60 minutes)**

Step One: Connecting

Icebreaker/Teambuilder (5 minutes)

Good News! (5 minutes)

Staff Comments (10 minutes)

Step Two: Explain

New Information & Education or Professional Development (20 minutes)

Step Three: Practice

Staff Feedback & Discussion, Application Ideas (10 minutes)

Step Four: Celebrate

Recognition Exercise (5 minutes)

Step Five: Evaluate

What worked, what didn't? (5 minutes)