



LEADERSHIP COACHING

6 Keys to Lead an Efficient and Effective Meeting

- 1. Brag and Learn.** Begin meetings by bragging on a colleague(s). Identify the positives from the week by allowing meeting attendees to share their observations, interactions and/or experiences with their peers and then discuss the overall impact on the culture.
- 2. Share Student Success Stories.** This allows for reflection on why we do what we do - Every Student. Every Day. Whatever It Takes. Create a structure of practice for circling back and connecting with the student(s) and thanking them for their contribution.
- 3. Identify Process for Note Taking.** Try not to have the facilitator (you or someone else) take notes. This results in loss of valuable time, especially when you are trying to type/record the information while others are waiting on you. This leads to a loss of focus, of task behaviors and side-bar conversations. Assign someone to take notes or encourage all attendees to take notes on a shared document.
- 4. Think Team-Support to Help Solve Problems.** If one admin shares a challenge or struggle, take time to have others offer ideas, suggestions, etc. on how to solve. This approach allows team members to be vulnerable and to help each other get better. Developing strong problem-solving skills takes time and must be modeled and encouraged. Staff needs coaching, feedback and follow up to help build confidence. This is especially true for new members to a team.
- 5. Identify Who Is Responsible for Agenda Items.** Partner with administrative assistant (secretary) to send reminders to each team member what they are expected to complete/communicate/submit, etc. before the next meeting. This process ensures more efficient/effective meetings and tasks getting completed on time, resulting in a sense of accomplishment for all members of the team.
- 6. Summarize the Meeting.** Just like a classroom lesson, always take time to summarize the meeting before dismissing the team. You will want to make sure your team is clear on your expectations, next steps, timelines for completion, follow through, and your appreciation for their hard work and your commitment to support one another.