



GUIDE

HOW TO RUN AN ENGAGING STAFF MEETING

Staff meetings can create positive connections with your team, while providing valuable information that keeps everyone aligned. Show them you value their time by building an intentional and engaging meeting!

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What's inside

Tips & Tricks, Engaging Beginnings, & Successful Conclusion

Building a school culture focused on excellence and growth is important as a school leader. We asked Alpaca principals for their tips and tricks to create a positive and engaging staff meeting environment. Use our gathered list of ideas to plan your next staff meeting.

TIPS & TRICKS BEFORE YOU BEGIN:

- Have a set start and end time and stay on track.
- Share the schedule ahead of time so your staff can know what to expect.
- Ask your staff to be engaged, put away devices, keep side conversations to a minimum, etc.
- Take a minute in the middle of your meeting to have a quick brain break, push-up challenge perhaps?
- Have fun with your staff, remind them you are all working together, be a leader for your team.



START EACH MEETING WITH

An engaging beginning

Use one (or more) of the ideas below to kick off the meeting with a strong start.

- ☐ Ask different staff members to share a talent, hobby, strength, or interest with the staff (make sure you give them a heads-up).
- ☐ Give your staff a few minutes to have a clearing moment. Ask them to take deep breaths, let go of something heavy on their hearts or minds.
- ☐ Have a little treat for teachers when they walk in (pieces of candy, cookies, etc.)
- ☐ Share with your staff the goals and agenda of the meeting to keep them informed and focus on the upcoming tasks.
- ☐ Starting with a fun team building activity is a great way to get the staff up and moving and reenergized!
- ☐ A quick social emotional check-in at the start of your next meeting can help your staff feel seen and valued. Knowing how they are feeling can help you navigate the meeting more efficiently.



END EACH MEETING WITH

A successful conclusion

Use one (or more) of the ideas below to close out your meeting.

- ☐ Give your staff a chance to share any concerns or ideas at the end of the meeting. This allows them to have a voice and feel connected to their peers and administrators. Use what is shared to plan future professional development or the next staff meeting.
- ☐ Challenge your staff to write a few notes of encouragement to their students to leave on their desks in the morning. Download our [Celebration Notes](#) to make it easy!
- ☐ Share some Good News! Give your staff a chance to share little (or big) wins they had throughout the week!
- ☐ Celebrate your staff members and compliment them! Draw three names and have your staff give positive feedback about each winner. Add to the celebration by giving them a small gift to show your appreciation.

Keep it short - the most valuable thing you can give to your teachers is the gift of time.



Make your staff meeting prep a breeze.

Take the checklist on the next page on grab 1-2 items from the "an engaging beginning page", 1-2 items from the "a successful conclusion" page, and then use the middle of the meeting to go over data, concerns, upcoming events, additional staff recognition and updates, etc.





STAFF MEETING

AGENDA



Date: 11/15/23

Let's get started!

- ☐ 2-3 minutes of deep breaths and going over our agenda and objective
- ☐ Mrs. Smith is sharing her crochet hobby with the staff this week
- ☐ 5 minutes to play ultimate rock, paper, scissors - winner gets traveling trophy

Staff updates & reviews

- ☐ MAP Data for grades K-6 - give teams a chance to look over their grade level
- ☐ Upcoming holiday events (craft night, class parties, etc.)
- ☐ Brain Break - ten jumping jacks
- ☐ Update from counselor on new program for students
- ☐ Remind staff to sign-up for staff holiday party

Let's have a great week!

- ☐ 5 minutes for staff celebrations and little wins share out
- ☐ Wheel of Names! Spin for 3 winners and have staff share compliments for each winner
- ☐ End the meeting with each teacher picking a few students to write notes to



STAFF MEETING AGENDA



Date: _____

Let's get started!

- ☐ _____
- ☐ _____
- ☐ _____

Staff updates & reviews

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Let's have a great week!

- ☐ _____
- ☐ _____
- ☐ _____

WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at [Alpaca](#), we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to [our team](#), and we'll send you a coffee on us!



Got an idea brewing?

We love co-creating with school leaders—[drop us a line](#) with any resource ideas you'd love to see next.



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