

ACTIVITY

COLLABORATION ACTIVITIES FOR SCHOOL LEADERSHIP TEAMS

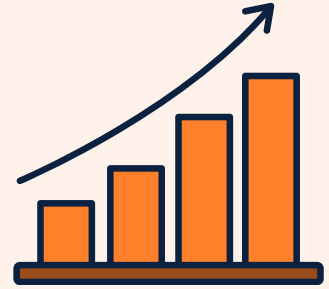
Use this activity to kick off a monthly admin meeting with your leadership team.

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COLLABORATE TO ELEVATE



Why Try It?

This activity creates space for leaders to step out of the daily grind and lean into collaboration. By intentionally shifting the focus away from tasks and toward teamwork, administrators can bring their best collaborative selves to the table. It sets the stage for goal-setting, visioning, and making progress on strategic initiatives in a way that feels shared and energizing.

When to Use It:

- During an admin meeting
- In a leadership team retreat
- While kicking off or wrapping up a working group project

Positive Outcomes:

- Leaders feel more connected through shared responsibilities
- The team enters the session with clarity and purpose
- Admins are better prepared to take meaningful action on the task at hand

ACTIVITY PREPERATION

BEFORE THE MEETING

Materials to Gather: Easel paper, markers, sticky notes, or set up a collaborative whiteboard on [Padlet](#) or [Canva](#). Or use our templates below!

Room Setup: Circle seating works best for connection. Use round tables if you have a larger team.

Group Size: Ideal for teams of 8–20 participants.

INTRODUCTION SCRIPT / TALKING POINTS

Kick off with something like: "Good morning, everyone! Today we're going to try Make Time to Collaborate, which is all about creating the conditions for us to have a successful meeting together. Let's jump in!"

TIMEFRAME

This can vary: spend 5–7 minutes to kick off your meeting, or extend it into a 20–30 minute conversation that creates a deeper bonding experience for your team.

HOW TO CELEBRATE SOLUTIONS

At your next meeting, create the space for at least one of the collaboration suggestions your team comes up with for a more productive experience.

ACTIVITY DIRECTIONS

Step 1: What Helps You Make Time to Collaborate?

Think about moments when collaboration felt natural, energizing, or even joyful.

- What made that possible?
- What conditions helped it happen?
- Who or what supported it?



Try this: Invite participants to sketch or map their ideal conditions for collaboration. They can use words, symbols, quick drawings, or mini metaphors. (No artistic talent required!) Use sticky notes or a shared digital board like Canva Whiteboard or Miro.

Step 2: What Gets in the Way?

Acknowledge the challenges: it's hard to make space for collaboration when the day is full, needs are urgent, and systems feel stuck.

- What makes collaboration feel hard right now?
- What pulls you away from it, even when you want to lean in?



Try This: Sticky Note Storm

Ask everyone to jot down whatever gets in the way of collaboration—big or small. Then cluster the sticky notes together to look for patterns.

- What do you notice?
- What themes are showing up?

Step 3: What Could You Shift?

Now move into possibility.

- What's one small change you could try to open up more space for collaborative thinking, planning, or dreaming?
- What would help others on your team do the same?

Try This: Use "If I Could..." Cards to spark ideas:

- One change I'd make to our weekly schedule:
- If I could design a space that invited collaboration...
- If we made more time to think together, we might...
- Have each person write their idea, then share it in pairs or post it in a "Possibility Gallery."



Wrap It Up with Intention

Close your time together by inviting each person to name one commitment:

- "I will make time to collaborate by..."

Or co-create a Collaboration Charter: a simple list of what helps the team show up for each other. Keep it visible and revisit it often.

TURNING SOLUTIONS INTO SUCCESS



At your next meeting, intentionally create space to try out at least one of the collaboration suggestions your team identified. Highlight it as a collective win, notice what difference it makes, and encourage the group to keep building on these ideas for even more productive and connected experiences.



Remember: Collaboration isn't extra—it's essential. Protecting time for it, modeling it, and keeping it doable helps build a culture where creativity, care, and connection thrive. Small shifts in how you collaborate today can shape lasting impact for your team tomorrow.

Activity Printables



**ONE CHANGE I'D MAKE TO
OUR WEEKLY SCHEDULE:**



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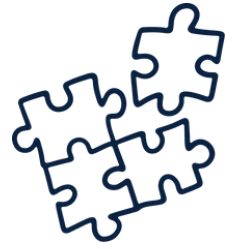
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COLLABORATION CORNER



Directions: Take a few minutes to reflect on each prompt below. Jot down your ideas in the boxes provided. Be honest, creative, and specific — there are no wrong answers.

ONE CHANGE I'D MAKE TO OUR WEEKLY SCHEDULE:

ONE CHANGE I'D MAKE TO OUR SPACE FOR COLLABORATION:

IF WE MADE MORE TIME TO THINK TOGETHER, WE MIGHT:

IF I COULD IMAGINE OUR BEST COLLABORATION, IT WOULD LOOK LIKE:

SOMETHING WE SHOULD TRY:

ANYTHING ELSE:



POSSIBILITY GALLERY

ADD YOUR IDEAS HERE!

COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



Stephanie DeLuca M.Ed

Coordinator of Curriculum, Instruction and
Professional Development
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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**.



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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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