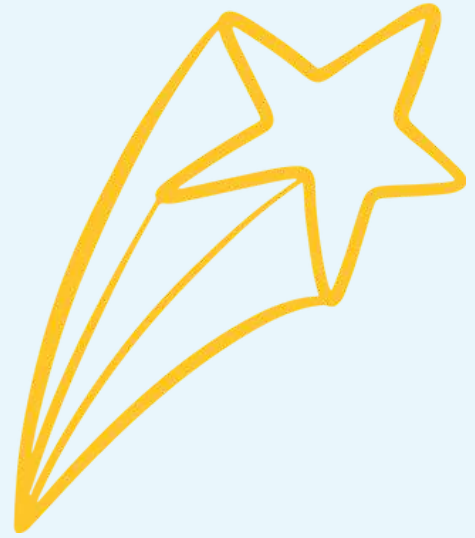


ACTIVITY



THREE EASY WAYS TO ASK YOUR STAFF HOW THEY'RE DOING

Brought to you by your pals at

alpaca

WHAT'S IN HERE

- Three benefits of checking-in often
- Tips and tricks
- 3 activities to try with your team
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WHY TRY IT?



Three benefits of asking your staff how they are doing often.

Builds a culture of trust and openness



By consistently asking teachers about their experiences, school leaders demonstrate a genuine interest in their well-being and professional growth. This practice builds a culture of trust and openness, where teachers feel comfortable sharing their thoughts and concerns, fostering a supportive school community.

Creates actionable feedback

Frequent check-ins give school leaders timely feedback they can act on, helping them spot opportunities for growth and improvement quickly. This regular input makes teachers feel valued, heard, and supported. By addressing concerns promptly and making informed decisions, school leaders create a positive school community.

Improves teacher retention

Regular check-ins can play a crucial role in improving teacher retention. Teachers are more likely to stay in a supportive and communicative work environment where their voices are heard and their contributions are acknowledged. Keeping experienced and motivated teachers makes the school more stable and improves the quality of education for students.

TIPS & TRICKS



Keep it short and simple

Choosing 3-5 questions respects teachers' time and mental bandwidth, making it easier for them to provide honest and actionable insights without feeling overwhelmed.

Be ready to share TOO!

Offer your own responses to the questions asked. This approach creates a more inclusive atmosphere where your staff feel more willing to open up with you and each other!

Share appreciation

Express gratitude for the time and input of staff members; this will encourage them to continue being honest about how they are feeling and to actively engage in future discussions.

Acknowledge responses

After reviewing their responses, communicate any actions, commonalities, or celebrations to your team or individuals. Taking the time to follow-up on how they responded to the questions makes them feel valued and heard.

Plan the next check-in

Make a mental note to check in with your staff, either together or individually, about once a month. Pencil in dates on your calendar to plan ahead for your next check-in with your team, ensuring that regular communication and support remain a priority.

1 STICKY NOTE CHECK-IN

During the first 5 minutes of a meeting, distribute sticky notes to your staff and prompt them to respond to a few check-in questions!

Question ideas:

- What are five words to describe our school culture today?
- What are five words you'd use to describe your job, right now?
- What aspects of your role do you find most fulfilling at this moment?
- What's one thing we should start, stop, and continue at our school?
- Something I am proud of is...
- How can I support you as a school leader?
- How are you doing?

Two approaches:

- Print the question posters below you want to include in this activity. Instruct your staff to place their responses under the corresponding question.
- Keep it anonymous and collect the responses to sort through. Have different colored sticky notes or bins to organize their responses.

Pro tip: Following this activity, take time to review the responses and share any noteworthy observations, celebrations, or feedback with your team.



2

T.G.I.F. REFLECTION

Four quick questions to ask your staff about their week! A simple process to check-in and ask them how they are doing!

Directions:

- Print the T.G.I.F. template below and place one in each of your staff members' mailboxes.
- Ask them to fill it out at the end of the week (or month) and turn it back in to you!
- Take time to read through their responses and note any commonalities, ideas to try, or celebrations!

Other ways to try:

- Try this activity during a staff or grade-level meeting to enhance collaboration and celebration.
- Read the questions aloud to your team and ask for volunteers to share their responses.
- Encourage your team to implement this with their students! Write the questions on a whiteboard, and students can respond with sticky notes!



CUSTOMIZABLE T.G.I.F REFLECTION

Want to select your own questions? Customize your own T.G.I.F. Reflection to best fit your staff and school culture! Plus, we included more questions to try!

[Click here to make it your own!](#)

3

FOUR SQUARE RESPONSES

Use this activity throughout the year to assess your team's sentiments about their school experience. Plus, it's anonymous, which will encourage honesty in their responses!

Directions:

- Print the questions below and place them around the room (choose your favorites or use them all).
- Distribute stickers or sticky notes to each staff member; they will need one for each question (e.g., 6 questions = 6 stickers).
- Instruct them to walk to each question and place their sticker on the response that best fits them for each question.

Pro tip: Following this activity, take time to review the responses and share any noteworthy observations with your staff!

EXAMPLE OF THE ACTIVITY

WHAT DO YOU VALUE MOST FROM YOUR SCHOOL LEADERS?

OPEN COMMUNICATION	SERVANTHOOD LEADERSHIP
DECISION MAKING & DELEGATING	BUILDING RELATIONSHIPS AND CELEBRATING OUR TEAM

ACTIVITY PRINTABLES

Pages 11-18: Sticky Note Check-in Questions

Page 19-20: T.G.I.F Reflection

Pages 21-28: Four Square Responses



ACTIVITY PRINTABLES:
STICKY NOTE
CHECK-IN



WHAT ARE FIVE WORDS TO DESCRIBE OUR SCHOOL CULTURE?



**WHAT ARE FIVE
WORDS YOU'D USE
TO DESCRIBE YOUR
JOB, RIGHT NOW?**



**WHAT ASPECTS OF
YOUR ROLE DO
YOU FIND MOST
FULFILLING AT THIS
MOMENT?**



**WHAT'S ONE
THING WE SHOULD
START, STOP, AND
CONTINUE AT OUR
SCHOOL?**



HOW CAN I SUPPORT YOU AS A SCHOOL LEADER?



**SOMETHING
I AM PROUD
OF IS...**



**HOW ARE
YOU DOING?**



ACTIVITY PRINTABLES: TGIF CHECK-IN



T.G.I.F. CHECK-IN



NAME: _____



Which **TEAM** member went above and beyond this week?



What **GOALS** did you achieve this week?



Share an **IDEA** to celebrate or have fun together at school.



How did you have **FUN** this week?

Anything else you would like to share?

ACTIVITY PRINTABLES:
FOUR SQUARE
RESPONSES



WHAT DO YOU VALUE MOST FROM YOUR SCHOOL LEADERS?



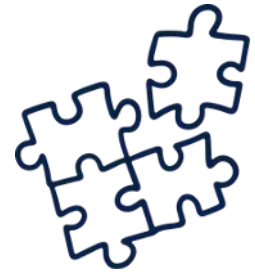
OPEN COMMUNICATION

SERVANTHOOD LEADERSHIP

**DECISION MAKING
& DELEGATING**

**BUILDING RELATIONSHIPS AND
CELEBRATING OUR TEAM**

WHICH IS MOST IMPORTANT FOR CREATING A HIGH-TRUST TEAM?



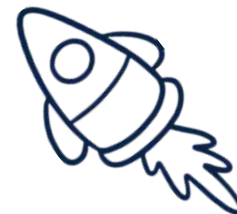
<div></div> <div>OPEN COMMUNICATION</div>	<div></div> <div>TRUST AND ACCOUNTABILITY</div>
<div></div> <div>COLLABORATION AND CELEBRATION</div>	<div></div> <div>RECOGNIZING EACH OTHER'S STRENGTHS</div>

WHAT IS THE MOST IMPORTANT FACTOR IN CULTIVATING A HEALTHY WORKPLACE AT OUR SCHOOL?



PRIORITIZING STAFF WELL-BEING	ENCOURAGING CONNECTIONS
ENGAGING STAFF ACTIVITIES	CELEBRATING EACH OTHER

WHAT DO YOU PRIORITIZE MOST IN YOUR GROWTH AS AN EDUCATOR?



SETTING GOALS

BEING A MENTOR

**BUILDING CONFIDENCE
IN MY SKILLS**

**ACTIVELY LISTENING
TO FEEDBACK**

WHAT IS MOST IMPORTANT FOR ESTABLISHING CONNECTIONS WITH OUR FAMILIES AND COMMUNITY?



EXTERNAL COMMUNICATION

POSITIVE CLASSROOM CULTURE

**INVOLVING COMMUNITY
PARTNERS & PARENT
ORGANIZATIONS**

ACTIVE FAMILY ENGAGEMENT

WHICH SET OF WORDS BEST DESCRIBES OUR TEAM?



UNITED
INVOLVED
ENCOURAGED
COLLABORATIVE

SAFE
LOVED
SUPPORTED
EMPOWERED

POSITIVE
LEARNING
TOGETHER
ENERGIZED

LOYAL
BACKED
VALUED
AUTHENTIC

**HOW DO YOU ENJOY
CELEBRATING OUR TEAM?**



FUN GAMES & ACTIVITIES	OFFSITE GATHERINGS
NOTES OF APPRECIATION	SMALL GIFTS OR TREATS

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.



Explore more!

Check out our [full resource library](#) for creative, ready-to-use tools to support you and your team.



SEE HOW ALPACA WORKS

Beautiful surveys, delightful care packages, and real insights on teacher wellbeing—everything you need to lead with confidence, all in one simple solution. [Book a quick demo!](#)