

Office / Staff Meeting Structure

Keep it simple

Weekly and Every Other Week Meetings - 30 minutes Max.

Staff Meeting Guidelines

There must be a place for free expression, without judgement, condemnation or negativity.

This is the place to speak freely, in front of and to each other.

These conversations are to be held with deep respect of one another.

Always complete a staff meeting on a positive note

Take note that everyone in the meeting has been heard

~ If someone hasn't added to the meeting, give them an opportunity to do so

Create the agenda

~ Encourage participation from staff to add to agenda

~ Distribute agenda prior to staff meeting

Meeting Structure

~ What wins have we had since last meeting?

~ What *challenges have come up since the last meeting, that have been addressed?

~ What *challenges are ongoing and what are your proposed solutions?

~ ~ What, if anything, is needed to aid in this/these challenges?

~ *Praise*: Invite a staff member praise another staff member

**Challenges* brought to staff meetings are to be accompanied by solutions. Challenges without a proposed solution are simply complaints.