

Planning Effective Staff Meeting for Child Care Employees

There are many ways to involve your staff in meetings. Meetings can be a time of sharing, brainstorming, and interacting for child care staff. It is helpful if you make an agenda in advance. Also try to set a time and place where your staff can relax. Short meetings may happen at nap or break time, but longer or larger meetings may need to be in the evening after the children have gone home.

Reasons why to have staff meetings for child care staff and providers

- Share information
- Share opinions
- Solve problems
- Skills training
- Support

Tasks for groups or committees

- Make decisions
- Determine roles
- Complete a specific project
- Evaluate a program or program component
- Identify or analyze a problem

Reference:

Child Care Lounge. *Planning Effective Staff Meeting for Child Care Employees.*

Retrieved 9-29-21 from

<https://childcarelounge.com/pages/planning-effective-staff-meeting-for-child-care-employees>

Staff Meeting Tips

Meeting Schedule

- **Break the Ice:** Start with a fun group game. Having fun as a group can have so many amazing benefits to your culture and team dynamic.
- **Create Culture:** Share and discuss values, mission/vision, and staff needs. When you have new staff, review your mission and vision together during this section.
- **Important Topic:** Discuss the main topic of the meeting. Often the director leads this, but it is great to have others take the lead as well. If you have a topic that you think someone on your team could lead, ask them ahead of time to prepare a short “message”.
- **Challenge:** Address any changes the team needs to make or policies that are not being followed. This is normally a more serious part of the meeting, but important for a well-lead team.
- **Inspire:** It is so important to inspire your team in their jobs. Share why they do what they do. Talk about success stories and positive things that have happened.

Fun and Food

Build some fun into your meetings. The child care world is so busy that unless someone is in the same classroom, staff often don't have time to connect with each other. Creating an environment that fosters connection and relationships encourages your team to relax and enjoy themselves. Food is a fun way to encourage them to connect.

Reference:

Sandbox Software. (2021). *How to Improve Staff Meetings at Your Center: STAFF MEETINGS 5 TIPS*. Retrieved 9-29-21 from <https://www.runsandbox.com/blog/how-to-improve-your-staffing-meetings>

Be Clear about the Purpose and Structure of Your Meetings

Teaching and coaching tasks for meetings:

- Using staff meetings for learning and development (rather than business announcements)
- Focusing time with hands on, meaningful learning experiences
- Providing for individual learning styles and collaborative thinking experiences
- Coaching with developmental stages and milestones in mind
- Using facilitative questions to promote self-reflection

Building and supporting community tasks for meeting:

- Creating a climate for all voices to be heard and respected
- Providing opportunities to get connected through shared experiences
- Practicing the recognition and valuing of different perspectives and communication styles and negotiating differences
- Exploring ways to connect with the wider community
- Celebrating significant events

Reference:

Head Start Early Learning & Knowledge Center. (2018, September 12). *Planning Meetings for Learning and Connecting*. Retrieved 9-29-21 from <https://eclkc.ohs.acf.hhs.gov/human-resources/article/planning-staff-meetings>