Team Meetings

What skills do you need to work in a team?

The ability to communicate, the willingness to pitch in and work toward the common goal, the willingness to take on different roles in the group, the willingness to learn new things, and the ability to communicate. Remember though, communication is a two-way street!

Why have regular team meetings?

Teamwork requires a cooperative or coordinated effort on the part of all individuals on the student's team. You are all working toward the same goal or common interests. Regular meetings provide the teacher, (leader), with an opportunity to pull the team together to support and guide the coordinated efforts of the team. Some suggested use of this meeting time is as follows:

- **To reinforce your staff**

    We know that positive reinforcement increases the likelihood of the behavior we reinforce being repeated and it provides a model for others. Note some event(s) where each individual has contributed to the goals in-between meetings and use this time to share that event(s). Make sure you have something positive to share about each person or the team in general. Be specific. Every member can learn from the achievements of others. Let then know how important their support is to you. We all need reinforcement!!

- **To discuss what is going well and/or progress beginning made with students, team members, or specific procedure.**

    Sometimes we tend to focus more on the negatives regardless of all that is going well. Share or highlight what is going well with a student, the team and/or procedures being used. This can help others to learn, it can lead to generating new ideas, and it can foster motivation during challenging times.

- **To review goals as a team.**

    On what area does the team need to focus?   (i.e. data collection, graphing, etc.) Make this a doable goal each week. If the goal is too big and broad it will seem insurmountable reducing the motivation of the team. Break the goal down into parts to accomplish each week if necessary.

    Be specific with goals providing clear steps for achieving success. Example: Stating, "We need to get better at data collection this week", does not provide clear steps for achieving that goal. Each individual might have a different idea on how to meet this goal or some members will try and others will not know what to do and therefore do nothing. Better to state, "here is an example of how cumulative data will be recorded on the mand graph". "First…, next…, last…" Give a handout if necessary. Ask your consultant if you need help creating clear goals.

    Ask if anyone has questions or if clarification is needed.

- **To train and mentor your staff**

  As the teacher and leader of your team, you have a wonderful opportunity to help facilitate the learning process, rather than pass down "the word" to your team. You are fostering the acquisition of skills and behaviors, as well as the acquisition of attitudes and capabilities. Providing an opportunity where open dialogue is welcome provides the opportunity for development.

- **To prevent problems**

  Regular meetings can prevent problems from occurring or can prevent problems from become unmanageable regarding students or staff. Provide clear steps for discussing classroom concerns.

Conducting meeting:

This forum is different for each team due to the meeting time available. Here are a few guidelines…

- Set a specific time (if possible) so that team member can plan to attend and can be prepared.

- Remind team members of upcoming meetings.

- Develop a standard template for recording meeting notes, attendee's names, time and date, etc. This will increase the effectiveness of the meetings and reduce preparation time. *See your consultant for a sample copy*.

- Record time, date and teacher's name. Have attendees sign their own names for attendance. Fill in student or topics discussed, discussion points, action to be taken, by whom and when.   Start the meeting with follow up discussion from the previous meeting's topics to make sure actions were competed and to review outcomes. Use the past meetings notes to review previous outcomes.

- Place a copy of the meeting notes in the VB Binder for review by staff members so that they can follow through with goals. This helps everyone be accountable.

- Staff should not leave the classroom with meeting notes.

- Never place confidential information in your notes.

- Keep the meetings positive and productive or the meetings will lose their value.

- Lead the meeting keeping it on topic.

- Adhere to the time allotted for the meeting.

Date: _____ **Start time:** _____ **End time:** _____ **Teacher:** _____

Attendees sign in:

_____

_____

Regular mtg. ☐   Specially scheduled mtg. ☐   Admin. Requested ☐   Other _____

Student/Topic	
Discussion points	
Action to be taken	
Individual(s) Responsible	
Completion Date	
Initial(s)	

Date: _____ Page # _____

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