
Five Keys to Effective Team Meetings

Focus: We are clear on the purpose of our team and have established SMART goals focused on student's needs. We are purposeful in our meetings and describe intended results at the beginning of each work session. We create products and connect to goals. We focus on results and student learning during our collaborative team time.

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Structure: We use tools and structures including working agreements and decision-making processes. We have agendas, timelines, meeting notes, and exemplars related to the work. The structures provide direction and continuity for the team. They allow us to be creative and encourage risk-taking and effective problem solving.

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Roles and Responsibilities: We are intentional about expectations and who is doing what. At a minimum, we have clearly defined the role of team leader/facilitator, recorder, and timekeeper. We are knowledgeable and rotate or share roles and responsibilities as we work. We have clarity on dispositions, behaviors and skills of team members and periodically evaluate our effectiveness.

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Relationships: We are not alone in our team. We trust one another and communicate openly and effectively. We are respectful and listen to understand and learn about diverse perspectives. We balance inquiry and advocacy and we use dialogue skills to explore and learn together. We pause, paraphrase, probe and summarize as we talk. We are not afraid to engage in difficult conversations. We recognize the value and embrace the necessity of cognitive (not affective) conflict.

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Process: We use interactive processes in purposeful ways to foster a results orientation. We encourage engagement through participation and interaction. The practices of “all voices in the room” and “everyone contributes” are valued and supported through the processes used. We use protocols to foster trust and dialogue and engage in professional learning, looking at student work, examining issues and concerns, and improving professional practice. Our processes and protocols allow us to be efficient and effective with our time.

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The five keys we need to focus on ...

Ideas and notes about next steps...

I will commit to....