

## GROUP ACTIVITY

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**SCENARIO:**

Colleen is the new principal at Echo Hill School. It is a K-12 school with 28 staff (teachers and support staff). She needs to plan her first staff meeting.

- How can Simon’s statements help her think and design a positive and productive meeting?
- What does she need to consider?
- What might some of her staff meeting events/agenda items be?
- What does she need to avoid? Other advice?

**SAMPLE**

<b>Simon’s Statement</b>	<b>Staff Meeting Considerations</b>	<b>Agenda/Event Items</b>	<b>What does she need to avoid so she is not the problem!</b>	<b>Other Advice</b>
Leadership is a decision. Leadership is a choice.	Be Confident	Include a warm-up activity. For example, how are you feeling? Describe it with a merge word. E.g. curiousited (curious and excited)	Doing all the talking!	Include the voice of all 28 staff.

## Elementary Panthers - Cory, Cam, Liberty, Adam, Christina, Dana

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
<p>Leadership is a decision.</p> <p>Leadership is a choice.</p>	<p>"Bouquets" or "Applause"</p>	<p>Providing staff members the opportunity to show gratitude to one another.</p>	<p>Telling everyone how you see the year going</p>	<p>Allow everyone to have an opportunity to speak.</p>
<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>	<p>Show confidence to avoid the perception of incompetence. Model responsibility &amp; leadership. Create a culture of learning - admin too (okay not to know everything-ask when you don't)</p>	<p>Review successes and failures and frame failures as an opportunity to move forward.</p>	<p>Show that taking responsibility means accepting the good &amp; the bad, to model behaviour that she expects in her staff. Create a safe space for failure, so that staff moves forward and isn't afraid to fail and to innovate.</p>	<p>Ask for feedback from staff in order to move forward towards opportunity from failure.</p>
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>		<p>Set up mentorship groups. Working teams to help in.</p> <p>Working teams to help in areas of need.</p>	<p>Jump in and take over</p> <p>Let groups make decisions and learn from their mistakes. Don't micromanage.</p>	

<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>	<p>Plan agenda with learning coach, and other leaders in the building</p>	<p>Set up mentorship groups. Working teams to help in areas of need. -- Perhaps aligned with Professional Growth Plans?</p>	<p>Let groups make decisions and learn from their mistakes. Don't micromanage.</p>	<p>Let them come to you for help.</p>
<p>Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.</p>	<p>Facilitate small group dialogue that precede whole group discussions</p>	<p>Use thinking routines to make visible colleague's ideas, beliefs and thinking</p>	<p>Giving your opinion first</p>	
<p>You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?</p>	<p>Humility - show appreciation for staff success and help, build the idea that success is achieved as a team, not just be any single individual.</p> <p>Gratitude - highlight staff achievements.</p>	<p>Message</p>	<p>Don't come into the meeting looking like you are in a position of power looking down upon others. Try to show that leadership is equal with staff.</p>	<p>Consider the physical space and how are you inserting yourself into it? Ex. Are you choosing or creating a space that looks like a linear classroom? Is there a more neutral seating style you can choose?</p>
<p>Leaders only have one thing - followers.</p>	<p>State - Division goals (contextualize to school), review goals staff</p>			

Have a clear vision and articulate it over and over.	choose from previous year			
How will you demonstrate you love your job!	Show gratitude, invite others to share gratitude			

### The Sidekicks - Meg Wiens

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
Leadership is a decision. Leadership is a choice.	Is there time for whole staff time together, and then break out time in divisions or grade groups?	Energizer/Team Building activities (getting to know each other) - something quick, timely	- It can't take forever...	
Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.				
Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.				

<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>	<p>School experts (math reps, indigenous reps etc.)</p>			
<p>Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.</p>	<p>Give people a chance to share when appropriate.</p>			
<p>You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?</p>	<p>-Allow for people to have a voice, offer lots of opportunities for everyone to share</p>			
<p>Leaders only have one thing - followers.</p> <p>Have a clear vision and articulate it over and over.</p>				
<p>How will you demonstrate you love your job!</p>		<p>Joy!</p>		

## Breakfast Club - Fiona Wimmer

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
<p>Leadership is a decision.</p> <p>Leadership is a choice.</p>		<p>icebreaker/get to know everyone activity</p>	<p>Be careful not to push your changes/agenda on the staff too quickly</p>	
<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>		<p>Team building activity where groups have to work together to solve a problem.</p>	<p>-be transparent</p> <p>- admit that you are human(nobody is perfect)</p>	<p>-reflection on last year what went well/what can we work on (good honest feedback)</p>
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>		<p>-Virtue programs</p> <p>-What are your strengths? What support can you offer to your colleagues?</p>		<p>-new staff (help guide them to staff who can help support/mentorship)</p>
<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>	<p>-send to staff what duties need to be completed in advance so that everyone has a chance to contribute</p>	<p>-could offer a survey to staff to get feedback on what opportunities and events they would like to participate</p>		

Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.			True-but having a plan or a focus is not a bad thing.	
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?				SMILE :) ALL THE TIME! BE POSITIVE
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				Be involved with your school - go to extracurriculars/parent meetings/special events and participate with the planning/support when you can!

### Summer Group - Jake Warkentin

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
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<p>Leadership is a decision. Leadership is a choice.</p>	<p>Being positive - people are choosing to be here. Everyone is a leader. Invite everyone to contribute, opportunity for committee leadership. E.g. encourage the development of an admin advisory committee</p>			
<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>	<p>Be honest, take ownership of the consequences of decisions, be a role model. Important to voice the desire to hear feedback from staff. Model taking risks and being open.</p>			
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>	<p>It is ok to share leadership, give up the reigns. Encourage teachers to often check up on each other.</p>			
<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>	<p>Admin is available.</p>			

Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.				
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?				
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				

### Rocky Park Gold - Sarah Caldwell

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
Leadership is a decision. Leadership is a choice.	Make this first staff meeting about team building and trying to			

	understand the pulse of the school			
Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.				
Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.	Encouraging Grade Team groupings for planning and taking care of each other	Have different teams share the vision of the school so as the new admin you get their vision rather than dictating it from the start		
Who are you going to ask for help? When are you going to accept help when it is offered?	Getting to know staff strengths	Have some staff lead discussions		
Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.	Do an activity in which the staff share something about themselves with you			
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?				

Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.	Asking for and addressing staff growth plans	Share your own Growth Plan as an example	Avoid speaking too much to it	
How will you demonstrate you love your job!				

### Fab 6 - Jessica Shaw

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
Leadership is a decision.  Leadership is a choice.				
Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.				
Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.				

Who are you going to ask for help? When are you going to accept help when it is offered?				
Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.	This might take some time to get through each person	Ask each staff member to say one thing about the school or the school's vision	Don't react/nod/shake head when people answer	
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?		Bring Tim Horton's (or some other treat) in for the staff meeting		Be sure to continue to acknowledge/ give thanks throughout the year
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				

### Morning Coffee - Glenn Johnston

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice

Leadership is a decision. Leadership is a choice.	Confidence and readiness	introductions & ice-breaker activity to build a team	avoid assuming the she is the most knowledgeable person in the room. Allow for others to have a voice.	demonstrate respect for institutional knowledge. Honour traditions
Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.	share your background, support risk taking,		accept responsibility for mistakes (model) / honesty	
Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.		present how you plan to support staff members / opportunity for collaboration		
Who are you going to ask for help? When are you going to accept help when it is offered?				
Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.				
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?				

Leaders only have one thing - followers.				
Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				

### Team Awesome - Spencer Smith

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
Leadership is a decision. Leadership is a choice.	Colleen's why for being a leader/principal	ice breaker activity	going too far too fast - sharing her vision before she gets staff feedback  too many I statements	
Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.	examples of her learning experiences along the way - what she's learned through mistakes and successes	part of ice breaker activity - how do we fail forward?	bragging or speaking too much about her last experience/school	bring in the new school's context - school vision, purpose statement

Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.	invite others who are leaders in the school to co-facilitate the meeting	Gratitude exercise. Have others share out what the vision of the school is.	overshadowing other leaders.	acknowledge other's strengths and connections within the school.
Who are you going to ask for help? When are you going to accept help when it is offered?	What does Colleen need to know about the school?	Community connections (clubs, etc), committee teams. Help wanted board.	Not asking for help.	
Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.				
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?				
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				



## Neighborhood Group - Etta Viens

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
<p>Leadership is a decision.</p> <p>Leadership is a choice.</p>				
<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>				
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>				
<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>				
<p>Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.</p>			<p>-Talking, asking for help-open dialogue</p>	

You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?				
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!		-Brainstorm activity:  1. What is your passion-why do you love your work?  2. Priority list for school improvement	-Communication	

### AAB - Andrea Couture

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
Leadership is a decision.  Leadership is a choice.				

<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>	<p>Vulnerable Being transparent</p>			
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>	<p>Ice breaking activity, strategically place people in groups or where they sit</p>			
<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>	<p>Agenda topic : Allowing them a chance to talk in small groups first.  Having a buddy on staff, each staff member has a person that they can reach out to when needed.</p>			
<p>Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.</p>				
<p>You will always deserve a Styrofoam cup! How will you</p>	<p>Thanking your staff for being vulnerable</p>			

demonstrate humility and gratitude?	Routine for shout outs or thanks to staffpost cards for thanks.			
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				

### A-Team - Curtis Thompson

<b>Simon's Statement</b>	<b>Staff Meeting Considerations</b>	<b>Agenda/Event Items</b>	<b>What does she need to avoid so she is not the problem!</b>	<b>Other Advice</b>
Leadership is a decision.  Leadership is a choice.				
Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.				
Be an elite warrior. Get really, really good at helping the person				

to the right of you and the person to the left of you. That is how people advance in the world.				
Who are you going to ask for help? When are you going to accept help when it is offered?				
Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.				
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?	Team building and capacity building.	Open communication or creation of positivity power teams.	Grouping people with similar mindsets or experiences.	
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!	Admin. lead the discussion with an example.	Rose in a thorn. Staff appreciation.	Strength-based and stay from negatives.	

## Room 12 - Andrea Wolfe

Simon's Statement	Staff Meeting Considerations	Agenda/Event Items	What does she need to avoid so she is not the problem!	Other Advice
<p>Leadership is a decision.</p> <p>Leadership is a choice.</p>				
<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>				
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>	<p>Start with celebrations and gratitude</p> <p>time limit</p>	<p>Gratitude</p> <p>time/positivity</p>	<p>large group sharing only</p>	<p>Cohort meetings for staff on a regular basis</p> <p>Mentorship/team teachers time</p>
<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>	<p>Build capacity</p> <p>We can't do it all ourselves - team approach</p>		<p>Avoid assigning - consider having conversations with staff one-on-one</p> <p>sign up sheet for staff</p>	<p>Individually invite based on strengths</p>
<p>Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to</p>				

yourself until people have had a chance to speak. Ask questions. No facial feedback.				
You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?	service leadership			
Leaders only have one thing - followers.  Have a clear vision and articulate it over and over.				
How will you demonstrate you love your job!				

### The Early Years Crew - Isaac Schnell

<b>Simon's Statement</b>	<b>Staff Meeting Considerations</b>	<b>Agenda/Event Items</b>	<b>What does she need to avoid so she is not the problem!</b>	<b>Other Advice</b>
Leadership is a decision. Leadership is a choice.	Mental/ Written Inventory of staff strengths	Highlights/warm and fuzzies to allow staff to acknowledge leadership efforts around the school	Allow others to speak; share hers last.  Avoid top down - provide choice in sharing	Leadership has many forms - look at big picture of what staff members are doing.

<p>Take accountability for your actions. You can take credit for all the things you do right as long as you also take responsibility for the things you do wrong.</p>	<p>Acknowledge professional norms.</p> <p>Show vulnerability and admit to learning you have had,</p>	<p>Breakout: What were the challenges and successes for you during the Pandemic teaching that we may be able to address and offer support to?</p> <p>Admin will read these and follow up at next staff meeting.</p>	<p>Do not be defensive when approached - take time to reflect, and share with staff.</p> <p>Own up to errors - "let's work on this together"</p>	<p>Model humility</p> <p>It is better to say "I don't know" than to give an answer you do not know! Take time to find the answer.</p>
<p>Be an elite warrior. Get really, really good at helping the person to the right of you and the person to the left of you. That is how people advance in the world.</p>				
<p>Who are you going to ask for help? When are you going to accept help when it is offered?</p>				
<p>Practice: Be the Last to Speak. It is a skill to hold your opinions to yourself. Keep your opinion to yourself until people have had a chance to speak. Ask questions. No facial feedback.</p>				
<p>You will always deserve a Styrofoam cup! How will you demonstrate humility and gratitude?</p>				



<p>Leaders only have one thing - followers.</p> <p>Have a clear vision and articulate it over and over.</p>				
<p>How will you demonstrate you love your job!</p>				