



The ULTIMATE Staff Meeting

Purposeful. Engaging. Impactful.

Stronger Teams. Better Results. Brighter Futures.



Start With The End In Mind



The Power of a Staff Meeting



More than an agenda. It's an investment in **your people**, **your culture**, and **the success** of your program.



Brings the Team
TOGETHER

Creates time to connect, communicate, and align as one team with a **shared purpose**.



Strengthens the
CULTURE

Reinforces your values, celebrates wins, and builds a **positive, supportive team environment**.



Builds Stronger
RELATIONSHIPS

Trust grows when we spend time together—leading to **stronger relationships** and better teamwork.

Break Down the Barriers

Every Team. Every Time.



Nothing should stand in the way of a great staff meeting.
Here's how we overcome the most common roadblocks.



THE TEAM WON'T COME.

They're busy, tired,
or just not interested.



THE SOLUTION:

Make it valuable, engaging,
and worth their time—
every single time.



I CAN'T AFFORD THE OVERTIME.

Overtime adds up,
and budgets are tight.



THE SOLUTION:

A focused 2-hour meeting
saves time, prevents issues,
and reduces costs.

It's an investment, not an expense.



I DON'T HAVE ENOUGH TO TALK ABOUT.

What would we even
talk about?



THE SOLUTION:

This framework gives you
structure, topics, and purpose.
**You'll never run out of
things that matter.**

The ULTIMATE Staff Meeting



A Workshop in 6 Powerful Components



One Meeting. One Team. Endless Impact.

Where Do I Find Topics To Talk About?

Your staff meeting topics are **already happening** every day.



1 Review Annual Goals & Skill Lists

Use employee goals, classroom expectations, and leadership skills as your guide.



2 Keep a Running Observation Page

Throughout the month, write down:

- Challenges you notice
- Great moments worth celebrating
- Policies needing reinforcement
- Classroom struggles or trends



3 Screenshot & Save Ideas

When you see:

- A great social media post
- A classroom idea
- A leadership quote
- A training tip
- An article or strategy

Save it immediately.



4 Create One Monthly Staff Meeting Folder

Once a month:

- Gather your notes
- Pull screenshots together
- Review observations
- Organize your topics

Now your next staff meeting is already planned.

Your 2-Hour Staff Meeting Blueprint

Three Mainstays. Flexible by Design. Maximum Impact.



THE 3 MAINSTAYS (Always Included)



55 MINUTES CORE MEETING STRUCTURE

FLEXIBLE COMPONENTS (You Choose to Fill the Time)



UP TO 65 MINUTES
YOU CHOOSE WHAT MATTERS MOST








Administration

Start with clarity. Lead with purpose.

Use this time to share important information, review updates, and keep everyone informed and aligned.







FOCUS AREAS

-  Share important announcements
-  Review policies and procedures
-  Cover upcoming events and deadlines
-  Ensure nothing slips through the cracks
-  Answer questions and provide clarity



TIPS FOR SUCCESS

-  **Be concise and organized.**
Share only what's important and actionable.
-  **Use a visual.**
A calendar, slide, or handout helps everyone follow along.
-  **Keep it consistent.**
Use this portion for 30 minutes every meeting.
-  **Encourage questions.**
Clarity builds confidence and keeps your team moving forward.



30 MINUTES

A **strong start** sets the tone for a productive meeting and a **successful day**.



Clear communication.
Stronger team. Better outcomes.



Team Meetings

Connect. Communicate. Collaborate.

This is the heart of your meeting. Build connection, solve problems, and move your team forward—together.



FOCUS AREAS



Check in and build connection



Discuss goals and priorities



Problem solve together



Make decisions and create action steps



Communicate updates and feedback



WHY IT MATTERS

Open communication and collaboration lead to stronger solutions, better teamwork, and a shared commitment to your program's success.



TIPS FOR SUCCESS



Encourage every voice.

Create a safe space for everyone to share ideas and concerns.



Stay focused.

Stick to the topics and time you've planned.



Use a talking tool.

It helps everyone participate and stay engaged.



Keep it solution-oriented.

Focus on what you can do, not just the problem.



Document and follow up.

Action steps only matter when we follow through.



15 MINUTES

A **connected** team communicates better, supports each other, and **gets results**.



Stronger communication.
Stronger team. Stronger outcomes.








Collaboration

Stronger Together.

Leverage the power of your team. Great ideas come from working together.



FOCUS AREAS

-  Share ideas and best practices
-  Work on projects or challenges together
-  Gather input and feedback
-  Leverage each other's strengths
-  Create solutions as a team

WHY IT MATTERS

Collaboration builds trust, sparks innovation, and helps your team solve problems more effectively.



TIPS FOR SUCCESS

-  **Create a safe space.**
Encourage everyone to share and listen with respect.
-  **Ask open-ended questions.**
“What ideas do you have?”
“What could we do differently?”
-  **Use small group discussions.**
Sometimes great ideas come from smaller conversations.
-  **Capture and act on ideas.**
Write them down and follow up in future meetings.
-  **Celebrate contributions.**
Acknowledge ideas and input—every voice matters!



FLEXIBLE TIME
(Use remaining time)

When we **collaborate**, we multiply our impact and create the **best outcomes** for children and families.



Different perspectives.
Better ideas. Stronger results.









Professional Development

Grow. Learn. Lead.

Invest in your team's growth so you can all reach new heights.



FOCUS AREAS

-  Learn new strategies and tools
-  Explore topics that improve practice
-  Share training takeaways
-  Build confidence and competence
-  Stay current and inspired
-  Apply learning to make a bigger impact



WHY IT MATTERS

When we grow, our program grows. Learning together builds skill, confidence, and a culture of excellence.



TIPS FOR SUCCESS

-  **Make it relevant.**
Choose topics that address real challenges and goals.
-  **Use real examples.**
Connect learning to your everyday classroom experience.
-  **Encourage participation.**
Invite questions, share ideas, and learn from each other.
-  **Keep it practical.**
Focus on strategies you can use right away.
-  **Follow up and apply.**
Check in on progress and celebrate growth.



FLEXIBLE TIME
(Use remaining time)

Small investments in learning today lead to **big results** tomorrow.



Stronger skills.
Stronger classrooms.
Stronger outcomes.



Leadership Development







Inspire Today. Lead Tomorrow.



Empower your team to step up, take initiative, and lead with confidence.



FOCUS AREAS

-  Build leadership skills
-  Encourage ownership and initiative
-  Mentor and grow future leaders
-  Strengthen decision-making and problem-solving
-  Provide opportunities to lead and shine
-  Plan for succession and long-term growth



WHY IT MATTERS

When we develop leaders at every level, we build confidence, create stronger programs, and ensure a bright future for our center.



TIPS FOR SUCCESS

-  **Model the way.**
Demonstrate the leadership you want to see in others.
-  **Give opportunities.**
Invite team members to lead discussions, projects, or initiatives.
-  **Provide feedback and support.**
Offer encouragement, guidance, and constructive feedback.
-  **Celebrate growth.**
Recognize progress and celebrate leadership wins—big and small.
-  **Be intentional.**
Make leadership development a regular part of your meetings.



10 MINUTES
End every meeting on a high note.

Invest in your **people**, and they will invest in your **mission**.



More leaders. More confidence.
Stronger team. Brighter future.

Start With The End In Mind



Example: 2-Hour Staff Meeting

Focused. Balanced. Impactful.



THE BIG PICTURE:



90 MINUTES

Invested in Your People
and Your Mission

The heart of the meeting is dedicated to **Collaboration**,
Professional Development, and **Leadership Development**.



**MEET WITH PURPOSE.
LEAD WITH IMPACT.**

This structure ensures your team stays informed, connected, and empowered to make a difference every day.

6:00 – 6:30 PM



Administration

Important updates, reminders, policies, and celebrations.

30 MIN

6:30 – 7:15 PM



Team Meetings

Connect, communicate, collaborate, and solve together.

45 MIN

7:15 – 8:00 PM



Collaboration, Professional Development & Leadership Development

Deep dive into learning, problem-solving, sharing best practices, and developing the leaders within your center.

45 MIN

8:00 – 8:00 PM



Wrap-Up & Takeaways

Key takeaways, next steps, and closing.

15 MIN



This structure keeps your meeting intentional, balanced, and energizing—so your team can do their best work for the children and families you serve.



Plan well. Lead well. Change lives.

Example: 2-Hour Staff Meeting

Focused. Balanced. Impactful.



6:00 –
6:15 PM



Administration & Upcoming Dates

- Dumpster Door
- Payroll Conversion Update
- CPR / First Aid Training
- Next Staff Meeting Date
- Graduation Date

15 MIN

6:15 –
6:30 PM



Team Meetings

- Diapering Procedures
- Calling Out Policy Review

15 MIN

6:30 –
7:50 PM



Professional Development

Writing Developmental Reports 1 HR 20 MIN

7:50 –
8:00 PM



Celebration & Fun

- Monthly Award Announcement

10 MIN



THE BIG FOCUS: PROFESSIONAL DEVELOPMENT



1 HOUR 20 MINUTES



Write one development report as a group



Break off into classrooms, assign floating teachers prior (30)



Choose 1 child and write it together (30)



Present 1 section to the whole center and get feedback (20)



Building stronger skills. Supporting each other. Growing together.

Invested time in learning today leads to better outcomes for every child tomorrow.

Today's Meeting
Focuses on
Professional
Development



Collaboration



Leadership
Development

Example: 2-Hour Staff Meeting

Focused. Balanced. Impactful.



6:00 – 6:15 PM	 Administration & Upcoming Dates Important updates, reminders, policies, and celebrations.	15 MIN
6:15 – 6:30 PM	 Team Meetings Connect, communicate, collaborate, and solve together.	15 MIN
6:30 – 7:45 PM	 COLLABORATION Bringing Our Biggest Struggles Together to Find Solutions	1 HR 15 MIN
7:45 – 8:00 PM	 Big Group Share & Wrap-Up Share key takeaways, ideas, and next steps.	15 MIN



THE BIG FOCUS: COLLABORATION



1 HOUR 15 MINUTES

Everyone brings their biggest struggle with them. Together, we solve, support, and grow.



1. SHARE YOUR STRUGGLE

Everyone writes down their biggest struggle.



2. BREAK INTO GROUPS OF 5

We'll break into small groups of 5.



3. SHARE & SOLVE TOGETHER

Each person takes a turn sharing their struggle while the group listens and offers ideas, support, and solutions.



4. CAPTURE IDEAS

Write down the best ideas and strategies to bring back.



WHY IT MATTERS

When we collaborate, we turn challenges into opportunities and build a stronger team—together.

Example: 2-Hour Staff Meeting

Focused. Balanced. Impactful.



6:00 –
6:30 PM



Administration & Updates

Important updates, reminders, policies, and celebrations.

30 MIN

6:30 –
6:45 PM



Professional Development

Review 3 Health & Safety Policies

- Illness Policy
- Medication Policy
- Emergency Preparedness Policy

15 MIN

6:45 –
7:00 PM



Team Meetings

Connect, communicate, collaborate, and solve together.

15 MIN

7:00 –
7:05 PM



Celebration & Shout Outs

Recognize wins and milestones!
Everyone is invited to celebrate.

5 MIN

(Everyone Leaves)

7:05 –
8:00 PM



Lead Teacher Training

How to redirect teachers who aren't active teaching
Getting your co-teacher more engaged

55 MIN

(Lead Teachers Only)



THE BIG FOCUS: LEAD TEACHER TRAINING



55 MINUTES

Investing in Leaders.
Strengthening Your Center.

Lead teachers stay to dive deep into practical strategies that make the biggest impact in the classroom.



HOW TO REDIRECT TEACHERS WHO AREN'T ACTIVE TEACHING

- Spot it early
- Redirect with confidence
- Support behavior change



GETTING YOUR CO-TEACHER MORE ENGAGED

- Build a shared vision
- Communicate effectively
- Create accountability and teamwork

Annual Staff Meeting Calendar



Plan ahead. Stay focused. Build a stronger team all year long.

JANUARY  Emergency Preparedness & Annual Safety Review	FEBRUARY  CPR, First Aid, Health & Safety	MARCH  Progress Reports & Parent Communication	APRIL  Active Teaching & Classroom Engagement	MAY  Leadership Development & Initiative Building	JUNE  Team Building & Collaboration
JULY  Curriculum Planning & Environment Refresh	AUGUST  Problem Solving & Back-to-School Preparation	SEPTEMBER  Health & Safety Refreshers & Classroom Procedures	OCTOBER  Behavior Support & Emotional Regulation	NOVEMBER  Gratitude, Culture & Family Relationships	DECEMBER  Reflection, Celebration & Goal Setting for the New Year

Wrap Up: Your 4-Step Process



1



Develop a Plan to Host Staff Meetings.

Be intentional, set your focus, and choose the structure that best supports your team.

2



Start With the End in Mind.

What do you want to get out of it?
Define your goals so every minute counts.

3



Host the Staff Meeting.

Lead with purpose, engage your team, and stay on track.

4



For the Next Month, Walk Around and Reinforce.

Follow up, support your team, and bring your meeting to life every day.



Consistent staff meetings build stronger teams and better outcomes for children and families.



Morning Momentum



After the parent drop-off rush, take a walk around to each classroom and **connect with everyone.**

Try this consistent format:



Social Check-In: Greet and connect.



Discuss Goals: “What goals do you need to meet today?”



Offer Support: “What support do you need from me?”



Encourage & Praise: Cheer them on! Create excitement for the day!



Set Boundaries: “I’m in focused time 10–11 and 1–2.”

RESOURCES FOR YOU

Practical insights. *Real* conversations. Helpful strategies.



For early childhood teachers who want encouragement, ideas, and inspiration for the classroom.

Listen & Grow! 

LISTEN HERE!



For child care center leaders who are building stronger centers and brighter futures.

Listen & Lead! 

LISTEN HERE!

