The Leadership Team: Effective Group Processes

Before	Beginning	During	After
Ensure team members are not clustered in one area (e.g., family members, district personnel) and create a balanced seating arrangement (e.g., round tables).	Create group awareness of how each individual will contribute, beginning the meeting with introductions that include a description of each person's role.	Provide various ways for participants to voice their thoughts during the meeting. Consider having team members discuss with a partner or in a small group first or utilize an online group document so team members can add their thoughts anonymously.	Design a way for team members to provide feedback about the meetings (e.g., polling questions).
For in-person meetings, provide name tags or name tents that will aid participants in addressing each other during the meeting.	Provide a clear understanding of what is expected of participants in order to support the shared mission and goals of the team.	Monitor meeting productivity. Consider implementing a break during the meeting if team members appear frustrated or if it seems like the meeting will run past the scheduled time. Consider scheduling a follow-up meeting for continued discussion.	Follow-up on team member feedback by providing a summary of the feedback (e.g., via email, at the beginning of the next meeting).
Prepare participant and facilitation agendas to help manage time and expectations of the meeting.	Post a visual agenda and provide a copy for every member, noting the allotted time for each of the meeting's various components.	Plan for possible virtual meetings. Consider and plan for how the virtual format could affect the flow and length of the meetings or how the required technology would allow stakeholders to participate and share in an equitable way (e.g., shared editable documents, digital whiteboards, breakout rooms, utilizing relevant functions in the meeting platform such as polls or chat rooms).	Consider ways to incorporate team member suggestions into future meetings.
Identify data and organize for visual presentation	Assign organizational meeting roles, (e.g., equity team leader, facilitator, data lead, note-taker, timekeeper), during the meeting to guide the group processes, maintain momentum, and promote the best use of time.	Present data and discuss observations, interpretations, and implications.	Distribute meeting notes, and update action plan
Establish group norms and how decisions will be made.	Begin meetings on time.	End the meeting on time.	