***KEEPING CONNECTED***

***MEETING AND COMMUNICATION WORKFLOW***

***WELLBEING SUPPORT
XYZ SHS***



The arrangements below are designed to keep our school community connected during work-at-home periods. They support our teamwork, clarify key communication channels and provide predictability to allow those working at home to plan their day. Central to all this is the wellbeing of our staff.

*Individual leaders are welcome, of course, to supplement these arrangements to suit each of their teams.*

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|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| **AM** | **FACULTY/TEAM MEETINGS** ***A 30-minute e-meeting# to occur, sometime\* between 9 and 11am*** HODs/BM chair a meeting of their faculty/team*\*Due to staff members often being in more than one team, HODs/Business Manager to coordinate timing, and the technology# used. Once decided, Outlook invites should be sent to match.* **Agenda** to include:* Wellbeing Check-in
* Update from the HOD/BM
* Check that key communications from the school, DOE, QCAA, etc. have been received and understood
* Updates from teachers/team members
* Flagging of issues for the faculty/team itself, or the Executive, including any potential solutions
* Celebrations and Funny Moments
 | **EXECUTIVE LEADERSHIP TEAM 10AM*****A 45-minute e-meeting*****Agenda** to include:* Wellbeing Check-in – self and other staff
* Update from Pr.
* Business arising from Mon leadership team e-meetings
* Flagging issues and solutions
* Planning ensuing Communications
* Celebrations and Achievements
 | **UPDATE FOR P&C/SCHOOL COUNCIL 10AM*****A 20-minute hook-up**** *Updates for P&C/SC*
* *Ideas from P&C/SC*
* *Wellbeing Check-in*
* *Celebrations and thanks you’s*
 | **FACULTY/TEAM “TOUCH BASE THURSDAY”*****A 15-minute e-meeting*** *(Managers to coordinate timing and technology used)***Informal Agenda**:* One-minute update and check-in from everyone
* Issues to flag and potential solutions
* Celebrations and thank you’s
 | **EXECUTIVE LEADERSHIP TEAM 10AM*****A 45-minute e-meeting*****As for Tuesdays** |
| **ONE-ONE WELLBEING CHECK-INS*****Individual conversations to be had between HODs/BM and each of their teachers/team members***Wherever possible, these conversations should be by phone or FaceTime. Please include:* Wellbeing
* Workflow – done/to do
* Any support need
 | **RANDOM ACTS OF KINDNESS*****Everyone on staff:*** Think of something nice you can say or do, for one of your colleagues… especially someone who may not be in your immediate faculty/team!Be specific in your positive feedback e.g. Rather than “You are doing a great job, Sam”, more so “You are doing a great job, Sam, because you are….”Remember offers of help may be as simple as “Here’s a great resource I have found on-line”… or just listening |
| **PM** | **LEADERSHIP TEAM MEETING 2PM*****A 60-minute teleconference.***Attendees: Pr, DPs, HODs, BM**Agenda** to include:* Wellbeing Check-in
* Update from Pr. re key DOE, QCAA messages
* HODs and BM report individually re teams
* Flagging issues
* Planning ensuing Communications
* Celebrations and Achievements
 | Slots below are available for other meetings that arise. In the meantime, everyone continues on their urgent, operational or strategic projects, as per each team’s planning |
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**HINTS and TIPS about WORKING FROM HOME:**

* Set yourself a work routine, take breaks and most importantly take a lunch break.
* Try not to merge your “school world” and your “home world” at home e.g. endeavour to set up a work-space and ONLY work there. Make yourself a timetable
* Design a Communication Tree for your faculty / team if necessary
* IT:
	+ Reset your password to give you the maximum time before a reset is necessary
	+ Back-up what you need from school; at home, back-up each day!
	+ For IT issues, remember to log jobs. Call IMS 1800 680 445 or use the Chat Line

You might find these tips about leadership for a remote workforce useful:

<https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers?utm_medium=social&utm_campaign=hbr&utm_source=facebook>

**KEY NUMBERS**

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* Employee Assistance: Lifeworks by Morneau Shepell 1800 604 640