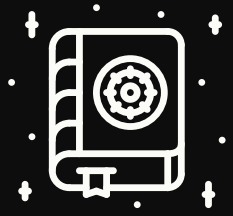


INFORMATION GUIDE

FACULTY MEETING PLANS



INFORMATION GUIDE



Faculty meetings are opportunities to deliver short professional learning sessions that are impactful in cultivating a sense of community and raising the quality of instruction in the building.

Our faculty meeting plans are complete with all the tools you need to use them right away to create meaningful and thought-provoking meetings that support your staff. This guide will walk you through what you need to know in the plans.



"B.A.S.I.C." STRUCTURE

Using the BASIC structure to create faculty meetings increases focus and participation, as well as the perception by attendees. The more frequently you utilize all components, the more predictable the meeting format becomes. Attendees enter the meeting prepared to engage in a variety of activities, knowing that their contributions will be welcomed and heard.

B
BRIEF

Clearly states what the objectives are for the meeting and prepares attendees to ignite their thinking on the meeting topic.

A
ARRIVAL

Short interactions at the door allow you to set the tone for the meeting, gauge energy levels, and strengthen personal connections.

S
SOCIALIZE

Providing time for staff to connect with one another supports the meeting goals, helps to foster positive relationships, and builds a sense of safety.

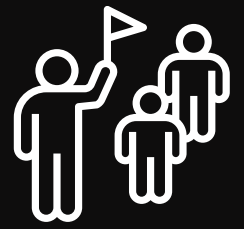
I
INVOLVE

Structured activities that allow participants time to share their knowledge and experience, offer viable solutions to problems, and identify the relevance to their specific situation.

C
CLOSE

Closing out a faculty meeting by reviewing, summarizing, and reflecting increases engagement through providing time to synthesize the material and create a personal plan for next steps.

INFORMATION GUIDE



AT A GLANCE



The "At A Glance" page gives you a quick overview of the goals for each piece. It is designed to be your checklist of the time & materials you need so that you can go into the meeting feeling prepared!



DIGITAL TEMPLATES



When the meeting uses a Powerpoint/ Google Slide, you will see a prompt like this to let you know it's downloadable from our Thinkific page,

DIGITAL REFLECTION QUESTION PROMPT INCLUDED AT
POSITIVESCHOOLSOLUTIONS.THINKIFIC.COM



which means less prep work for you!



VIRTUAL MEETINGS



All meetings have been designed to be successful both in-person or virtually. Within the guide, look for "Notes for Virtual Meetings" to help you seamlessly transition each piece to a virtual format.



FREE DOWNLOADS



When you need a handout, you will see a prompt like this to let you know it's downloadable from our Thinkific page.



Free Download Available

Available in both paper and digital form depending on how your meeting is being run.



INFORMATION GUIDE



FAST FACTS

- ✓ All faculty meetings are designed to last between 40 - 60 minutes.
- ✓ All inclusive - everything you need to lead a productive learning session is a click away.
- ✓ Sample language provided throughout the faculty meeting plan.
- ✓ Many opportunities to personalize the meeting to fit the needs of your staff.

READY TO GET STARTED?

If you're ready to join us in changing the faculty meeting narrative, access our fully planned faculty meetings at positiveschoolsolutions.thinkific.com or reach out to discuss a customized faculty meeting plan to meet your school goals today.



POSITIVESCHOOLSOLUTIONS.COM



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Positive School Solutions



Positive_School_Solutions



Positive School Solutions