

**STAFF MEETINGS** - This is a group meeting with only your direct reports.

**The purpose of the staff meeting is to build rapport while aligning the team.**

**Guidelines for successful staff meetings:**

1. Hold the staff meeting at the same time, on the same day, of each week.
2. The suggested length of time for a staff meeting is 30 minutes.
3. This is not a processing meeting.

If you have processing to do, while this group is going to be together, inform the group in advance of the meeting of the time you will need them to meet.

Then conduct the staff meeting within the first 30 minutes or less. Use the rest of the time for the processing (release those not involved in the processing).

4. Demand mandatory attendance.

**Partial agenda for the reporting part of the staff meetings:**  
(To ensure complete participation by everyone)

1. One success with few details.
2. One challenge with a solution with few details.
3. Review current status of delegated work – *surprises of non-performance are not allowed.*