

# **Effective Leaders Take Time to Team - Sharing Tips and Tools to Build Yours**

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# Session Focus

## Tips for Teaming

1. **Shared Vision and Purpose**
  2. **Foster Collaboration and Engaged Listening**
  3. **Provide Time for Planning and Collaboration**
  4. **Provide Meaningful Feedback**
  5. **Invest in Professional Learning**
  6. **Model the Culture**
  7. **Appreciate and Recognize**
  8. **Engaging Team Activities**
  9. **Support Work-life Balance**
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# Tip #1

# Shared Vision and Purpose

- ☐ **Make sure everyone is on the same page!**
- ☐ **Our Mission/Vision**
- ☐ **Shared Values and Goals**
  - ☐ **Mentimeter, word clouds**
- ☐ **Simple, concise statement**
- ☐ **Then put it on EVERYTHING!**



# Tip #1

## Shared Vision & Purpose

Put it on EVERYTHING!



EX: FJ Staff Contest to choose our slogan:

- ☐ All staff were sent a link to respond
- ☐ Choose top 10 submissions, and held a second round vote
- ☐ Chose winner and celebrated them at next staff meeting
- ☐ Swag with slogan for staff

**“All Kids Can”**

“Go Crickets” Joe Sanfelippo

“Just Do It”

“American Runs on Dunkin”

# Tip #1

## Shared Vision & Purpose



# Tip #2

## Foster Collaboration

- ❑ Build relationships, not roles
- ❑ Engaged listening
- ❑ Clear purpose of agenda items
- ❑ Structure meetings to focus on dialogue and discussion

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# Tip #3

## Provide Time for Planning and Collaboration

- **Scheduled planning time before school year even starts**
    - Weekly, monthly, quarterly
  - **Group planning time**
  - **Topics and teams for collaboration**
    - Who is responsible?
    - What specific tasks?
  - **Check in points**
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# Tip #3

Provide Time for Planning  
and Collaboration

- **Streamline tasks**
  - **Cut redundant tasks**
  - **Provide recovery or release time (mental health breaks)**
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# Tip #4

Provide Meaningful  
Feedback

- ☐ Private
- ☐ Specific
- ☐ Immediate
- ☐ Honest, but kind
- ☐ Recognize strengths
- ☐ Build weaknesses

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## Tip #5

### Invest in Professional Learning

- ❑ Support continued growth
  - Workshops, conferences, coaching, mentoring, peer collaboration
- ❑ If you don't need a mentor, be a mentor.
- ❑ Staff should pursue training that aligns with their interests and goals
- ❑ Utilize trained staff  
—well

# Tip #6

## Model the Culture

- **Walk to Walk**
  - **Talk the Talk**
  - **Demonstrate the values you expect**
  - **Growth mindset**
  - **Positivity**
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# Tip #7

Appreciate and Recognize

- ❑ Celebrate Wins!
  - ❑ Celebrate growth
  - ❑ Sincere, specific recognition
  - ❑ Private or public
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# Tip #7

Appreciate and Recognize

Ideas:

- ☐ Friend of the Month
  - ☐ Friday Shout outs
  - ☐ Hand written notes
  - ☐ Monday Motivator email
  - ☐ Certificates of achievement
  - ☐ Spotlight Staff
  - ☐ Birthday month shoutouts
  - ☐ IAASE Region Awards
  - ☐ ISBE Teacher of the Year
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# Tip #7


Appreciate and Recognize  
And Get Creative!

## Ideas:

- ☐ Coffee and Doughnuts for bus drivers one morning
- ☐ Snack Attack Cart
- ☐ Coffee Truck for all staff
- ☐ Student project praising a teacher
- ☐ Staff luncheon
- ☐ Social Media Shout-outs
- ☐ Gratitude Wall
- ☐ Letter from former student
- ☐ Wellness Day
- ☐ Mystery Compliment Day

# Tip #7

## Appreciate and Recognize



The poster features a floral border at the top. The title "FJTIMES" is in large, stylized blue letters. To the right is the Franklin Jefferson Special Education logo, which includes a large "FJ" and the text "FRANKLIN JEFFERSON SPECIAL EDUCATION". Below the logo, "April 2025" is written in a cursive font.

### Take Note

April: Occupational Therapy Month  
April 10th: TMC  
April 15th: Tax Day  
April 24<sup>th</sup>: Admin Professional Day  
April 30th: Itinerant Staff Meeting (Don't forget to sign up using the PD registration)  
May 5th-9th: Teacher and Nurse Appreciation Week / All FJSPED Staff Appreciation Week  
May 9<sup>th</sup>: Voting for Friend of Year ends  
May 21<sup>st</sup>-23rd: Check out and American Fidelity


### Friend of the Year

All year long, you have nominated your colleagues for the prestigious honor of "Friend of the Month". There have been so many deserving nominees this year that it is often very hard to choose just one. So instead of pouring over nominees to make a tough decision, the staff of the FJTIMES would like FJSPED personnel to select "Friend of the Year."

Using the provided google form, please select who you would choose for "Friend of the Year" and provide a shout out to that person. It is truly a hard decision, so to help, consider

All 24-25 "Friend of the Month" recipients will be listed on the form. If you feel the FJTIMES has missed the mark and there is someone not listed who deserves the title, you can submit the person of your choice under "Other." The lucky winner will be announced at the End of the Year Celebration. **Voting will close May 9<sup>th</sup> at 3pm.**

----->[VOTE HERE](#)<-----



# Tip #7

## Appreciate and Recognize

### Friend of the Month

When visiting OEC you'll find some of the most resilient and selfless educators on the planet, Ms. Kara Ratajczyk included. Relationship building, behavior management extraordinaire Ms. Ratajczyk is the lady you want on the team. She goes above and beyond to ensure her students have what they need to be successful in school and in the postsecondary world.

Her colleagues report the following; " I cannot count how many times I've seen her just jump in to help anyone. Whether it is student issues, paperwork, assisting with others IEP's and too many other things to mention. I think all of us here at Oakland can agree her dedication to her work and continuously working to make OEC better is an asset. That, and she has the ability to keep most of us level headed in super stressful situations with her counseling background!"

Thank you Ms. Ratajczyk for your dedication to the students of Franklin and Jefferson counties. Your hard work is very much appreciated. You embody the vision of "All Kids Can" on the daily.



Want to nominate someone for FJ Friend of the Month? Scan the QR code or use the link. Nominations are always welcome and accepted!

[Friend of the Month](#)



## Tip #7

Appreciate and Recognize

Share some of your  
favorite ways to  
celebrate staff

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# Tip #8

## Engaging Team Activities

- ☐ Turn work into games
- ☐ Have FUN together
- ☐ Enjoy activities that are NOT work related
- ☐ Social Hour (voluntary)

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# Tip #8

## Engaging Team Activities

Ideas:

- ☐ End of the Year Picnic with Games
- ☐ Quarterly Social Hour
- ☐ Time Capsule of Hope
- ☐ Rose, Thorn, Bud
- ☐ The Mystery Box: Filled with fun random questions.
- ☐ Would you Rather – Teacher edition
- ☐ Rage Room??

# Tip #8

## Engaging Team Activities

- ❑ Share some of your favorite team activities.

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# Tip 9

## Support Work-Life Balance

- ❑ Encourage healthy boundaries
  - ❑ Respect personal time
  - ❑ A good balance equals a more sustainable work life
  - ❑ “Scheduled Send” for emails drafted after hours
  - ❑ Model this balance!!
    - ❑ Walk the walk and talk the talk.
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## **Tip 9**

### **Support Work-Life Balance**

**How to you create this balance in your life?**

**How can you help create this balance for your staff?**

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# **Reflections and a Call to Action**

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**Final Thoughts ..  
partnership for positive impact**

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