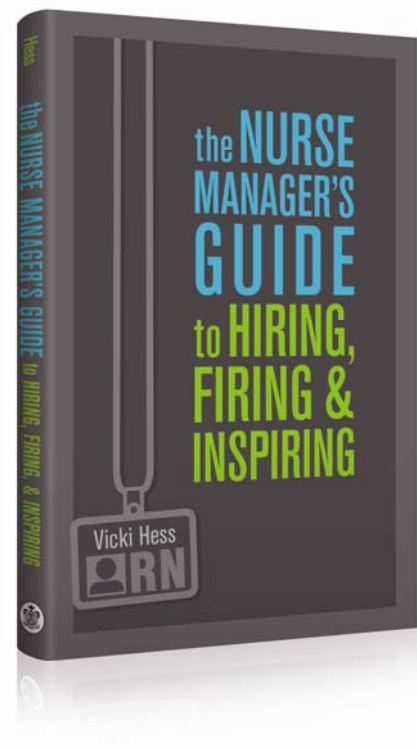
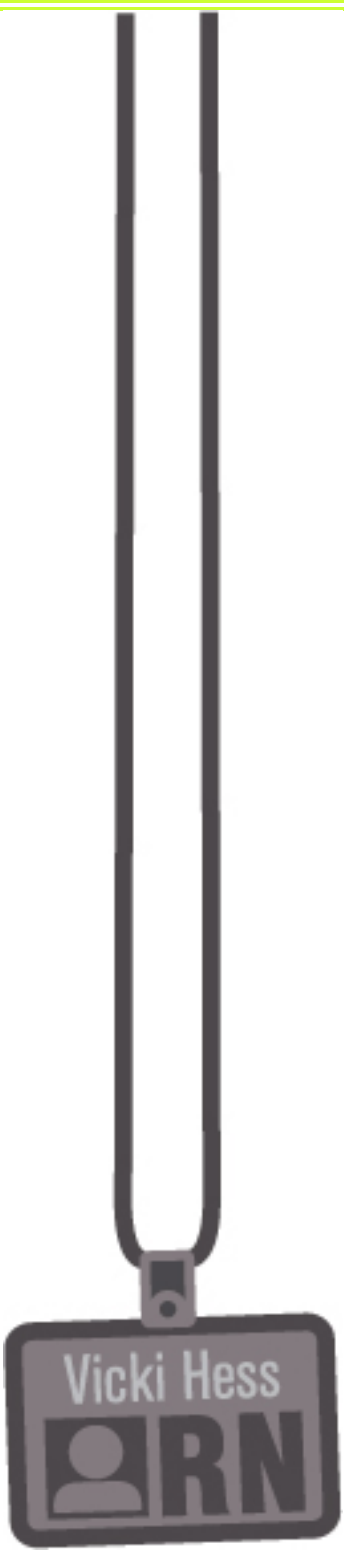


TIMESAVER TOOL

CHAPTER 9

STAFF MEETING AGENDA





STAFF MEETING AGENDA

Here's a sample agenda for a one-hour staff meeting. Many managers ask for staff input before the meeting. Of course you'll want to add your own "flair" to keep things interesting. Use technology, such as teleconferencing, so employees who aren't working can participate as well.

1. **Reconnect with the vision and values (your internal brand):** A great way to dialogue about shared values and responsibilities is to recognize individual staff members or team efforts. Ask others to share good news, too, and then relate it to the vision and values as well.
2. **Share updates:** Share news from management meetings, including strategic initiatives, budget information, reimbursement for services rendered, etc. When asked, "What should your nurse manager continue to do?" one nurse responded, "Communicating. Our institution is going through some trying times and she tries very hard to dispel rumors and update the department on new information." Your direct reports will appreciate your candor and openness when it comes to keeping them informed.
3. **Take suggestions:** Open the floor for staff to share their suggestions. Be clear that the topic is not "problems to solve" but "suggestions for improvement." You can use traditional brainstorming techniques, small group discussions, or a pros and cons list to help determine any next steps.
4. **Gratitude and wrap up:** Invite staff to share what they are grateful for. This allows for some positive reinforcement and public appreciation before leaving on a good note.



CONTACT VICKI HESS, RN, MS, CSP, FOR MORE INFORMATION ABOUT KEYNOTE SPEECHES, TRAINING WORKSHOPS, CONSULTING AND PRODUCTS.

OFFICE: 410-560-7212

EMAIL: VICKI@VICKIHESS.COM

WEBSITE: WWW.NURSEKEYNOTESPEAKER.COM

MAIL: 9 PINWOOD FARM COURT
OWINGS MILLS, MD 21117

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