

PD Passport Challenge

Take your professional growth on a journey! The PD Passport Challenge encourages staff to explore new learning opportunities and have fun along the way. By gamifying professional development, staff will feel motivated, accomplished, and excited to keep growing.

TEAM MANAGEMENT



- **Create a PD Passport** – Include workshops, readings, new strategies, or sharing.
- **Set a Timeline** – Complete a set number of activities each term/year.
- **Offer Options** – Mix individual, team, and external learning.
- **Reflect & Share** – Staff record and share takeaways.
- **Celebrate Wins** – Acknowledge completed passports with rewards or shout-outs.

Make it collaborative! Pair staff up as learning buddies to keep each other motivated, exchange ideas, and celebrate each other's progress.

PD Power Share

Empower staff to take ownership of professional learning by teaching their peers what they've learned.

TEAM MANAGEMENT



- **Pick a Topic** – Staff choose a takeaway from recent learning.
- **Prep a Mini-Session** – Create a 5-10 min presentation or activity.
- **Share It Out** – Present at a staff meeting or in small groups.
- **Make It Interactive** – Add Q&A, discussion, or a quick activity.

When staff explain a concept, challenge them to apply it to a real-life scenario—this turns “I get it!” into “I can use it!”.

Praise & Progress Plan

When someone shines, give them the spotlight moment—public praise that uplifts and inspires others.

But when things go off-script, offer a backstage pass—a private, respectful space for correction and growth.

TEAM MANAGEMENT



- **Spot the Wins** - Celebrate small efforts and good vibes—loud and proud.
- **Coach in Private** - Give feedback one-on-one, calmly and kindly.
- **Focus on Actions** - Address the behavior, not the person.
- **Support the Next Step** - Offer tools, tips, and follow-up to lift their game.

Don't just say "great job"—say why it was great! "Your calm tone really helped de-escalate that situation" is far more meaningful and repeatable than "Well done".

Spot it! Stop it! Solve it!

Conflict doesn't magically vanish when ignored—it festers, brews, and eventually explodes. By addressing it early, you create space for honest conversations, stronger relationships, and a healthy work culture that doesn't tiptoe around tension.

TEAM MANAGEMENT



- **Spot the Signs** - Watch for tension cues—body language and tone.
- **Keep It Private & Calm** - Talk one-on-one in a relaxed setting.
- **Listen Fully** - Hear both sides with care, not judgment.
- **Fix, Don't Blame** - Focus on solutions, not fault.
- **Follow Up** - Check in later to keep things steady.

Start with “I noticed...” to break the ice gently. For example: “I noticed some tension in yesterday’s meeting—want to talk about it?” It’s neutral, non-blaming, and opens the door to real dialogue.

Powerpass Plan

It's not about lightening your load—it's about lighting someone else's fire. When you match the right task with the right person and give them a clear runway, magic happens.

TEAM MANAGEMENT



- **Choose Wisely** - Delegate tasks that grow skills—not just chores you want off your plate.
- **Play to Strengths** - Match tasks to people's talents, passions, and goals.
- **Set the Stage** - Define success, deadlines, and boundaries clearly.
- **Support Without Smothering** - Equip them, then step back. Trust beats micromanagement.
- **Recognise and Reflect** - Celebrate wins and give feedback to fuel growth.

Ask: “How would you approach this?”
This gets them thinking, confirms they understand the task, and sets the tone for accountability—from the get-go.

The 5-Step Feel-Good Framework

Well-being is about creating a workplace where people feel valued, heard, and genuinely cared for. When staff are well, your whole culture gets a glow-up.

TEAM MANAGEMENT



- **Start with “Kei te pēhea?”** - Ask how they really are—and truly listen. Quick check-ins = big impact.
- **Protect the Balance** - Support breaks, boundaries, and proper rest. Balance is survival, not extra.
- **Celebrate the Effort** - Acknowledge the grind, not just the wins. Showing up counts.
- **Fuel the Growth** - Offer chances to learn and explore. Growth beats stagnation.
- **Make It Safe to Speak** - Foster honesty without fear. Brave spaces build strong teams.

Don't wait for the formal review to ask how someone's coping. A quick "How's your workload feeling this week?" can make someone feel seen and supported—and that's powerful.

The 5-Step “Real Talk” Recipe

Let’s face it—difficult conversations *will* happen. But when handled with care, they’re actually opportunities to build trust, solve problems, and strengthen relationships. Stay calm, stay kind, and focus on what *matters*: the shared goal.

TEAM MANAGEMENT



- **Plan Before You Chat** - Know the issue and your goal.
- **Pick the Right Moment** - Skip the coffee machine ambush. Choose a quiet time and space to talk it through.
- **Stay Cool, Stick to Facts** - Feelings matter, but facts guide you. Stay calm, skip the blame.
- **Really Listen** - Hear them out, reflect back, and show you're there to understand.
- **Solve It Together** - Focus on fixing, not faulting. Leave with a plan and next steps.

Choose collaboration over confrontation.

For example, “I know we both care deeply about what’s best for the students...”

Change Champion Game Plan

Change is coming—whether we like it or not! But with strong, clear leadership, your team won't just survive it... they'll thrive through it. When you lead with clarity, empathy, and steady support, you help your team lean into change instead of backing away from it.

TEAM MANAGEMENT



- **Start With Why** - Explain the change and why it matters. Clarity builds trust.
- **Feel the Feels** - Listen, validate, and show empathy. Don't gloss over the tough stuff.
- **Co-Create the How** - Involve staff in the process. Shared input = shared ownership.
- **Be a Steady Support** - Offer help and walk alongside. Change feels safer with backup.
- **Celebrate the Steps** - Small wins fuel big momentum.
- **Make It Safe to Speak** - Foster honesty without fear. Brave spaces build strong teams.

Flip the script. Frame change as an opportunity instead of a disruption.

Try: “This is our chance to grow, improve, and make things even better.”

The Smart Money Game Plan

Financial management isn't just about keeping the lights on—it's about making sure your school can shine now and for years to come.

With thoughtful planning, proactive checks, and open communication, you can build a solid financial foundation and future-forward thinking.

TEAM MANAGEMENT



- **Budget with Purpose** - Plan for now and what's next—needs, growth, and dream ideas.
- **Track the Spend** - Watch spending closely. Regular check-ins = fewer surprises.
- **Stash for Rainy Days** - Save for emergencies or quick-win chances.
- **Be Open About Money** - Share the full picture—goals, limits, and realities. Trust follows transparency.
- **Read the Trends** - Look beyond numbers. Spot patterns, dodge problems, and find savings.

Don't go it alone! Bring key staff into financial chats regularly. When everyone understands the “why” behind the dollars, it's easier to align spending with school priorities.

Work Smarter, Not Harder

Let's be real—there's always too much to do. But not everything on your list is equal. Time management isn't about doing everything, it's about doing the right things first. Prioritise with purpose, protect your time, and make space for what matters most.

TEAM MANAGEMENT



- **Prioritise What Matters** - Start with tasks that move goals forward.
- **Break It Down** - Split big jobs into small, doable steps.
- **Plan with Purpose** - Schedule your week like a smart playlist.
- **Focus on One Thing** - Single-task for better speed and clarity.
- **Review & Reset** - Reflect weekly and adjust for impact.

Be a delegator. Free up time for high-impact work by handing off tasks others can handle. Delegation = leadership, not laziness!

Smooth Operator

Great systems don't happen by accident. Clear procedures make schools hum—reducing confusion, saving time, and helping everyone know what to do, when to do it, and how. From roll call to rainy day pickup plans, it all flows better when your processes are sharp and shared.

TEAM MANAGEMENT



- **Find the Friction** - Spot routines that need tightening.
- **Keep It Clear** - Write simple, step-by-step processes.
- **Train Together** - Walk through it—don't just email it.
- **Review & Refine** - Update with frontline feedback.
- **Talk It Out** - Make feedback safe and welcome.

Co-create, don't dictate. Involve staff when designing or updating procedures—they're more likely to follow what they helped build. Plus, they've got the best ideas!

Stay Compliant, Stay Confident!

Let's face it—compliance isn't glamorous, but it is essential. It's the superhero shield that protects your school from chaos, fines, and risks. From health and safety to legal requirements, smart risk management ensures a secure and supportive learning environment for all.

TEAM MANAGEMENT



- **Know the Rules** - Stay current on key laws and regulations.
- **Build Clear Systems** - Make compliance routine through strong processes.
- **Check Often** - Audit regularly to catch issues early.
- **Keep Staff Informed** - Share expectations simply and clearly.
- **Plan for Emergencies** - Be ready for the unexpected—drills, disasters, and more.

Phone a friend! Build relationships with legal, health & safety, and compliance experts. A quick check-in now can save big trouble later.

Smart Spaces, Safe Places

Facility management isn't just about fixing leaky taps—it's about creating a space where students and staff feel proud, safe, and ready to succeed. From squeaky doors to sparkling classrooms, a well-maintained environment shows we care.

TEAM MANAGEMENT



- **Inspect Regularly** - Check roofs, plumbing, tech—nothing's too small.
- **Maintain Proactively** - Fix it before it breaks.
- **Upgrade with Purpose** - Improve spaces that support learning.
- **Prioritise Safety** - Meet all health and safety standards.
- **Involve Everyone** - Get staff and students spotting and reporting.

Walk it, don't guess it. Regular walks with staff and students help to spot small tasks that need resolving like that noisy heater, or flickering light, before they turn into bigger issues.

Schedule Smart, Stress Less!

Let's be honest—no one likes being caught off guard by last-minute meetings or clashing events. A clear and consistent schedule helps staff and whānau plan ahead, stay in sync, and feel respected.

TEAM MANAGEMENT



- **Lock in Key Dates** - Set a steady rhythm for core events and tasks.
- **Stay Synced Digitally** - Use shared tools to keep everyone aligned.
- **Allow Flex Time** - Build space for the unexpected.
- **Communicate Early** - Share changes clearly and ahead of time.
- **Review & Improve** - Reflect each term and tweak with staff input.

Start the year strong with a full-year calendar.
Hand out a clear schedule of call-back days, meetings, and PD at the start—this helps staff plan their breaks and non-contact time like champs.

Plan it Right, Keep it Bright!

A great meeting isn't longer—it's smarter. With purpose, structure, and a splash of variety, meetings become team fuel, not time drains.

The secret? Plan with purpose, keep it punchy, and always finish with clarity.

TEAM MANAGEMENT



- **Set the Agenda** - Create and share a clear agenda ahead of time—no surprises!
- **Focus on Key Topics** - Prioritize 2-3 high-impact topics aligned with school goals.
- **Stay on Track** - Keep discussions focused, use a “Parking Lot” for off-topic ideas.
- **Time It Right** - Allocate time for each topic to stay on schedule.
- **End with Action** - Assign tasks and deadlines clearly with a visible staff action list.
- **Seek Feedback** - Ask for feedback to improve future meetings.

Mix it up! Try rotating formats—quick stand-up meetings, small group brainstorms, or focus-topic forums. Variety keeps minds sharp and meetings fresh.

Kōrero, Kai, and Connection

When whānau feel welcome, informed, and truly valued, tamariki flourish. This strategy is all about creating a school vibe where whānau are partners, not just visitors. Think open doors, open hearts, and plenty of kōrero.

CULTURE



- **Whakatau & Mihi** – Always greet with warmth and respect — first impressions count!
- **Whanaungatanga** – Get to know whānau. Listen to their hopes and dreams for their tamariki.
- **Two-Way Communication** – Use all the tools! Face-to-face, phone calls, emails, and socials.
- **Whānau Voice** – Host hui, run surveys, or just have a chat at the gate — and follow through on what you hear.
- **Inclusive Events** – Plan fun, welcoming events that reflect culture and showcase student learning.
- **Transparency** – Keep it real. Share the wins and the work-ons.
- **Partnership Mindset** – Recognise whānau as the first and forever teachers.

Provide Kai. Never underestimate the power of good kai and a kōrero.



Weave it in!

Imagine a school where every student feels seen, heard, and valued. A culture that truly reflects *Te Tiriti o Waitangi* brings this vision to life — embracing **Partnership, Protection, and Participation**, so all tamariki thrive.

CULTURE



- **Whakawhanaungatanga** – Build genuine relationships with local iwi and hapū.
- **Everyday Reo & Tikanga** – Make te reo Māori and tikanga part of your daily rhythm.
- **Te Tiriti Lens** – Review your policies, curriculum, and practices through a Tiriti-informed perspective.
- **Professional Learning** – Invest in professional learning for staff on Te Tiriti and how it shows up in practice.
- **Equity First** – Champion fair and inclusive outcomes for every learner.

Keep the kōrero flowing! Regularly seek feedback from Māori staff, students, and whānau to keep improving and stay aligned. In turn, let them know what you have heard and what you intend to do with the feedback.

Think it! Say it! Smash it!

Without direction, even the best teams can get stuck reacting instead of leading. Clear, focused goals help schools steer with purpose. It's not about doing *everything* — it's about doing the *right* things, well.

CULTURE



- **Pick Your Priorities** – Identify 3-5 key focus areas that align with your school's vision.
- **Set SMART Goals** – Make them Specific, Measurable, Achievable, Realistic, and Time-bound.
- **Spread the Word** – Communicate your priorities clearly with staff, students, and whānau.
- **Check In Often** – Review progress regularly and make adjustments to stay on track.
- **Celebrate the Wins** – Acknowledge milestones to keep energy high and progress steady.

Leverage your team! Align goals with staff strengths to build buy-in, boost confidence, and power up progress.

Think Fast, Lead Smart

In the whirlwind of school life, decisions come at you fast. Great leaders balance logic, values, and voices to make future-focused calls that earn trust.

CULTURE



- **Do Your Homework** – Gather the facts, context, and key info before diving in.
- **Think Big Picture** – Consider how your decision affects students, staff, and whānau.
- **Seek Diverse Voices** – Ask around for different perspectives.
- **Make the Call** – Use the best info you have and trust your process.
- **Say It Straight** – Communicate the decision clearly, and explain the why behind it.

Hit pause. When time allows, take a moment to reflect before locking in a big call – a short pause can lead to powerful clarity.

Lead for Today, Plan for Tomorrow

Great leaders juggle the *now* and the *next*. While putting out fires, they're also planting seeds. Balancing urgent needs with future goals ensures steady progress, strong culture, and a school that thrives long-term.

CULTURE



- **Triage Wisely** – Tackle what's urgent, but don't lose sight of your long-term vision.
- **Talk Future** – Involve staff in kōrero about long-term vision and direction.
- **Let the Data Talk** – Use insights and feedback to shape future-focused plans.
- **Spend Smart** – Allocate time, energy, and resources for both today and tomorrow.
- **Check the Compass** – Reassess priorities regularly to stay aligned with the big picture.

Zoom out. Lock in time each term to step back from the day-to-day and refocus on long-term strategy — it's like a WOF for your school's future.

Build it Daily!

Rome wasn't built in a day—and neither is a thriving school culture. Strategic vision is a marathon, not a sprint. Consistency, intention, and a clear view of the destination make the difference.

CULTURE



- **Lead with Alignment** – Let your daily decisions reflect your school's vision and values.
- **Model the Magic** – Be the culture you want to see. Actions speak louder than policies!
- **Connect the Dots** – Help staff see how their mahi contributes to the bigger picture.
- **Track and Celebrate** – Measure progress and shout out the wins — even the tiny ones.
- **Flex With Purpose** – Adapt when needed, but keep steering toward your vision.

Start each day by asking: “How does this decision contribute to the bigger picture?” That’s how long-term change takes shape — one mindful moment at a time.

Values in Action

When values guide decisions, identity and trust grow stronger. By aligning actions with your school's values and *Te Tiriti o Waitangi*, you create a culture of trust, clarity, and shared direction. It's leadership with heart and backbone.

CULTURE



- **Name It to Claim It** – Clearly define and communicate your school's core values.
- **Use the Filter** – Weigh decisions against your values and Te Tiriti principles.
- **Whakawhiti Kōrero** – Involve staff and whānau in conversations about what these values look like in action.
- **Walk the Talk** – Make sure policies and everyday practices reflect these commitments.
- **Accountability = Integrity** – Hold yourself and others to living the values, especially when it's hard.

In tricky moments, reflect on how potential resolutions align with school values and Te Tiriti obligations.

Review, Refresh, Realign

What hit the mark last year might miss the moment now. Schools evolve, and so should their goals. Regular check-ins keep your strategy sharp, your team focused, and your mahi meaningful.

CULTURE



- **Set Checkpoints** – Schedule regular review times with staff and leadership teams.
- **Measure and Adjust** – Track progress and tweak timelines or targets if needed.
- **Spot the Blockers** – Name the roadblocks and pivot where necessary.
- **Keep it Clear** – Communicate changes openly so everyone's on the same page.
- **Celebrate the Steps** – Recognise milestones to keep energy and momentum alive.

In staff meetings, zoom in on one key goal at a time. It's less overwhelming, more focused – and spreads the load in all the right ways.

Lead with Clarity

Clarity cuts through the noise and keeps the team moving forward. When leaders speak clearly and confidently, teams know where they're going and how to get there. Direction + Purpose = Momentum.

CULTURE



- **Say It Straight** – Communicate decisions and expectations with clarity and confidence.
- **Explain the ‘Why’** – Help your team understand the reasoning behind changes.
- **Tackle Uncertainty Early** – Don’t let rumours grow—address concerns up front.
- **Stay Consistent** – Keep your messages aligned across emails, meetings, and casual chats.
- **Invite Questions** – Create a safe space for staff to ask, clarify, and stay in the loop.

Anticipate questions and be ready to answer them proactively.

Strong Schools Grow Strong Leaders

Leadership isn't a title - it's a mindset and belongs to everyone. By spotting and supporting potential in others, you build a school that's resilient, collaborative, and ready for anything.

CULTURE



- **Spot the Spark** – Keep an eye out for staff who show initiative and passion.
- **Mentor Magic** – Pair emerging leaders with mentors who'll guide and grow them.
- **Lead a Little** – Offer chances to lead projects, initiatives, or teams.
- **Share the Load** – Promote a culture of shared leadership and mutual support.
- **Shine the Spotlight** – Recognise and celebrate leadership in all its forms.

Rotate the mic! Give different staff the chance to lead—it builds confidence, capability, and community.

Collaboration as a Superpower

Collaboration fuels connection, creativity, and collective success. When leadership is shared and every voice matters, magic happens. Empowering staff to contribute builds trust, team spirit, and a school culture where everyone feels they belong and where great ideas can come from anyone.

CULTURE



- **Create Safe Spaces** – Build a culture where open kōrero and trust are the norm.
- **Say Yes to Initiative** – Encourage staff to step up and take part in shaping decisions.
- **Teamwork Time** – Make room for team-based problem-solving and shared challenges.
- **Celebrate the We** – Acknowledge and highlight the wins that came from working together.
- **Lead Side-by-Side** – Model collaboration by rolling up your sleeves and joining the mahi.

Ask often: “Who else’s voice needs to be heard?” You’ll be amazed what happens when everyone has a seat at the table.

Strong Relationships = Strong Learning

It's not just about what you teach—it's about who you're teaching. Building real relationships helps students feel safe, motivated, and ready to grow. A little connection goes a long way in unlocking potential!

CULTURE



- **Know the Whole Child** – Take time to learn about your students' interests, whānau, and dreams.
- **Create a Vibe** – Build a respectful, inclusive space where students feel safe to be themselves.
- **Be Steady** – Show consistency and fairness so students trust you've got their back.
- **Feedback that Lifts** – Make it personal, encouraging, and focused on growth.
- **Build the Village** – Encourage teamwork and peer support to strengthen relationships across the class.

Remember the little things—like a student's favourite hobby or a staff member's coffee order. Being seen is powerful.

Celebrate Growth

It's not just about who finishes first—it's about how far each student comes. Recognising growth helps build confidence, fuel motivation, and create a classroom culture where effort is celebrated just as much as outcomes.

CULTURE



- **Spot Growth** – Acknowledge academic and personal progress.
- **Shout It Out** – Publicly celebrate wins to boost morale.
- **Goal-Getter Moments** – Break goals into steps and celebrate each.
- **Praise With Purpose** – Be specific about effort and improvement.
- **Mirror Moments** – Encourage reflection and goal-setting.

Use the magic words: “I’ve noticed...”

e.g., “I’ve noticed how much more confident you are sharing your ideas!”. It builds pride and a growth mindset.

Pause, Play, Repeat

Imagine you're a human podcast—your job is to tune in, not tune out. Active listening means you're fully present: no jumping in, no “me too” stories. Just pause, absorb, reflect, and respond with care. The tiny pause before replying is your secret weapon—it shows you're thoughtful, not just waiting to talk.

SELF-IMPROVEMENT



- **Tune In** - Be fully present - no distractions.
- **Don't DJ Their Story** - Avoid interrupting or jumping in with your own story.
- **Reflect the Sound** - Summarise to confirm understanding: “So what I am hearing is...”
- **Ask, Don't Assume** - If something's unclear, seek clarity with questions, not guesses.
- **Respect the Runtime** - Set time limits to avoid a one-sided conversation.

Press pause before you respond, take a breath, count to three and then reply. Taking a pause helps you avoid knee-jerk reactions and reply with clarity and care.

Small Changes, Big Impact!

Tiny tweaks every day lead to massive growth. Encourage staff to make small, consistent improvements that add up over time, enhancing their teaching, leadership, and school culture.

SELF-IMPROVEMENT



- **Choose a Focus** - Pick one area to improve –teaching, leadership, or culture.
- **Set a Small Goal** - Pick a tiny, specific change (e.g., greet one extra student).
- **Take Daily Action** - Incorporate the small but specific change in your daily routine.
- **Reflect Weekly** - Assess progress and adjust as needed.
- **Share Wins** - Celebrate small victories with a buddy or team.
- **Add New Habits** - Once one habit sticks, build another.

Track Your Progress! Keep a chart or journal to visualise your small wins. The more you see, the more you'll feel motivated!

Well-being Recharge

Leadership is demanding, but to help others thrive, you need to be at your best. Taking care of yourself isn't a luxury—it's essential for long-term success. From setting boundaries to making time for relaxation, self-care ensures you're leading with clarity and energy.

SELF-IMPROVEMENT



- **Set Boundaries** - Protect time between work and life.
- **Prioritise You** - Do what helps you recharge - move, play, connect.
- **Manage stress** - Breathe, journal, pause.
- **Take Breaks** - Short resets boost focus and energy.
- **Model Self-Care** - Your self-care empowers others to follow.

Schedule Self-Care just like an important meeting. Block off time for you—no excuses!

Curiosity-Driven Leadership

Growth is a journey, not a destination. Strong leaders are lifelong learners who are always seeking new ways to improve. Whether it's reading, attending PD, or reflecting on experiences, the best leaders are always expanding their knowledge and sharpening their skills. Stay curious, and lead by example!

SELF-IMPROVEMENT



- **Read & Explore** - Expand your knowledge through books, articles, and research.
- **Invest in PD** - Stay ahead with professional development.
- **Find Mentors** - Learn from experienced leaders who inspire.
- **Reflect Regularly** - Assess what worked, what didn't, and how to improve.
- **Promote Growth** - Foster a culture that celebrates learning and new ideas.

Make learning mobile! Listen to leadership podcasts or audiobooks during your commute to turn travel time into valuable PD.

Rule Your Clock!

Time is your most precious resource, therefore use it like a pro! Smart time management helps you stay ahead, lowers stress, and get the right things done. It's not about doing more—it's about doing what matters.

SELF-IMPROVEMENT



- **Prioritise Smart** - Focus on impact, not just activity.
- **Plan with Purpose** - Set clear daily and weekly goals.
- **Use the 3-Touch Rule** - Touched it 3 times? Decide, delegate, or delete.
- **Delegate to Elevate** - Share the load—lead, don't juggle.
- **Cut Distractions** - Protect focus time. Ditch pointless notifications and meetings.
- **Block Think Time:**
Don't just fight fires—schedule space for strategy and big-picture thinking.

Use the 80/20 Rule: Focus on the 20% of tasks that create 80% of the results.

Connection Power-up Plan

Leadership is better with company. Surround yourself with people who've got your back, challenge your thinking, and cheer you on. A support network gives you fresh ideas, honest feedback, and the comfort of knowing someone understands.

SELF-IMPROVEMENT



- **Link with Leaders** - Chat, share, and swap ideas with peers.
- **Find Your Core Crew** - Trustworthy colleagues = support and sanity.
- **Get a Growth Mentor** - Someone who challenges and champions you.
- **Ask for Help** - Strong leaders know when to reach out.
- **Give Back** - Support others—connection goes both ways.

Join a network or professional group— they're goldmines for fresh insights, real talk, and meaningful connections.

Walk the Talk



Great leaders don't just direct—they demonstrate. When you model integrity, resilience, and kindness, you give your staff and students a living example of what leadership looks like in action.

SELF-IMPROVEMENT



- **Live the Values** - Model respect, kindness, and positivity.
- **Own Mistakes** - Slip-ups happen—growth matters most.
- **Be Calm and Clear** - Lead with steady, constructive energy.
- **Ask + Act on Feedback** - Listen, then show it in your actions.
- **Reflect and Reset** - Lead how you'd want to be led—and adjust as needed.

Start meetings or briefings by highlighting how you've personally tackled a challenge or lived out a school value that week—it's powerful, relatable, and inspiring.

Mirror Moments



Leadership is a fast-moving ride.
But taking regular time to reflect helps
you learn from the bumps and boosts.
Reflection turns experience
into wisdom. It's where growth happens
—quietly, consistently, and powerfully.

SELF-IMPROVEMENT



- **Make Time** - Schedule 15 mins weekly (or 5 daily) to pause—no distractions.
- **Log It** - Note one win, one wobble, one insight.
- **Ask for Insight** - Seek trusted feedback:
“What might I be missing?”
- **Spot the Patterns** - Repeat issues? Reflection reveals the loop.
- **Apply the Learning** - Use insights to guide smarter next steps.

End each day by asking:

“What’s one thing I can do better tomorrow?”

Small tweaks = massive transformation over time.

The Power of Yet

Leaders with a growth mindset don't fear failure—they farm it for wisdom. A growth mindset transforms "this is hard" into "this is how I grow." It helps you and your team become more resilient, creative, and courageous—ready to take on whatever comes next.

SELF-IMPROVEMENT



- **Shift the Mindset** - “I can’t” becomes “I can’t... yet.”
- **Find the Lesson** - Mistakes = messages. Look for the takeaway.
- **Use Feedback as Fuel** - It’s not personal— it’s growth.
- **Celebrate the Grit** - Effort counts as much as results.
- **Lead by Learning** - Share your growth too. Model the mindset.

Create a “Wall of Yet” in your staff room—
sticky note things you’re all learning or tackling right now. Watch it grow over time as confidence blooms!

Bring on the Feedback!

When you handle criticism with curiosity instead of defensiveness, you unlock your next level. Whether it's glowing or gritty, feedback helps sharpen your skills and strengthen relationships.

Keep calm, stay curious, and mine every nugget of wisdom— even when it's wrapped in tough words.

SELF-IMPROVEMENT



- **Pause Before You React** - Breathe first—clarity comes after calm.
- **Listen to Understand** - Hear it fully. Don't defend, just absorb.
- **Look for the Lesson** - Even tough feedback has something useful.
- **Reflect and Adjust** - Think it through, then tweak or try something new.
- **Appreciate the Honesty** - Feedback takes guts. A simple thanks goes far.

Create a “Feedback Buddy” system

—a trusted colleague you ask for feedback regularly. When you’re open to it, criticism becomes collaboration.

Idea Sprint

A fast paced collaborative activity
to generate creative ideas.
Encourages diverse perspectives
and quick thinking.

ENGAGING WORKSHOP



- 1. Set the Challenge** – Define the topic in one sentence.
- 2. Solo Brainstorm (3 mins)** – Write as many ideas as possible on sticky notes.
- 3. Pair & Share (5 mins)** – Combine and refine ideas in pairs.
- 4. Sort & Theme (5 mins)** – Sort ideas into themes.
- 5. Vote & Prioritize (3 mins)** – Vote on the best ideas (3 votes each).
- 6. Action Plan (5 mins)** – Plan next steps for top ideas.

Encourage “wild” ideas—sometimes the most unexpected ones lead to the best solutions!



Set the Vibe

The first few minutes can make or break engagement. Kick things off with something unexpected, relatable, or thought-provoking to light that spark and get people leaning in from the get-go.

ENGAGING WORKSHOP



- **Ask Big Questions** – Use a bold “What if?”, a juicy quote, or a surprising stat.
- **Make It Real** – Link your topic to something they’ve actually experienced.
- **What’s In It for Me?** – Be clear about what they’ll walk away with.
- **Bring the Buzz** – Energy is contagious! Start strong, and they’ll follow your lead.
- **Short & Snappy** – Don’t drag it out. Get to the action fast.

Try starting with “Imagine if...!”

For example, “Imagine if every student felt excited to walk into your class each day...”

Boost Engagement

Learning sticks when people do, not just listen. So ditch the lectures and get everyone talking, moving, and collaborating to keep learners curious, alert, and way more invested.

ENGAGING WORKSHOP



- **Spark Thinking** – Start with an open-ended question.
- **Mix It Up** – Change activities every 10 minutes.
- **Get Moving** – Change seating or stand to share.
- **Reflect Often** – Pause for quick reflections.
- **Read the Room** – Adjust based on energy levels.

Keep a 10-minute rhythm - every 10 minutes, cue the next hit (new task, question, movement, etc.).

Link it or Lose it

Connect your content to what participants actually do and watch the light bulbs go off. People care more when they can say, “this solves my problem!” Relevance turns information into transformation.

ENGAGING WORKSHOP



- **Start with Challenges** – Ask: “What’s your biggest work challenge?”
- **Use Real Examples** – Share case studies relevant to their roles.
- **Connect Theory to Practice** – Relate concepts to their daily work.
- **Invite Sharing** – Encourage swapping real experiences and tips.
- **End with Action** – Ask: “What will you change starting tomorrow?”

Ask this simple and powerful question that gets people thinking practically - “How does this apply to your daily work?”

Show Less, Say More!

Ditch the text blocks and let clean, visual slides support your presentation - not steal the show. Keep it simple and your audience will stay with you.

ENGAGING WORKSHOP



- **One Idea per Slide** - Stick to one clear point per slide. Make it obvious, make it pop.
- **Show, Don't Tell** - Replace text walls with images, icons, or bold keywords. Think visual cue cards, not essays.
- **Talk to People, Not Your Slides** - Slides are your backup dancers—you're the main act. Speak to your audience, not the screen.
- **Story Over Bullets** - Skip the bullet point snooze-fest. Use stories, examples, and real talk to make your message stick.
- **Share the Details Later** - Got extra info? Great! Put it in a handout, not on the slide.

Use the 6x6 rule:

No more than 6 words per line.

No more than 6 lines per slide.

Clean. Crisp. Click-worthy.

Ditch the Monologue

Great learning happens through great conversations. When people speak up, they think deeper, connect more, and stay engaged.

ENGAGING WORKSHOP



- **Ask Open-Ended Questions** – Spark curiosity with prompts like: “What’s your take on this?”
- **Acknowledge Every Voice** – Respond with “Great point!” to keep the kōrero going.
- **Use Pairs/Small Groups** – Let quieter voices share in smaller settings.
- **Balance Air Time** – Guide dominant voices and encourage others to speak up.
- **Pause for Reflection** – Give time after questions for thoughtful responses.

Use this magic phrase:

“Turn to your neighbor and share...”
It instantly sparks conversation
without pressure.

Make it Stick!

People forget slides, but they remember stories. Turn your facts into feelings by weaving in a little narrative magic. Stories spark emotions, create connections, and make your message unforgettable. They turn “info” into “aha!”

ENGAGING WORKSHOP



- **Tell Real, Relevant Stories** - Pick true or relatable tales that tie directly to your topic.
- **Keep It Snappy** - Short and purposeful wins. Think campfire story, not epic novel.
- **Use the Magic Formula** - Use the story magic formula: Challenge + Action = Outcome.
- **Invite Their Stories Too** - Allow participant sharing by asking: “Has this happened to you?”
- **Tie It Back** - After every story, link it to a takeaway: “Here’s what that story teaches us...”

Start with:

“Let me tell you a quick story...”

Boom—instant curiosity. Everyone leans in.

PD Wrap-up

Always end with a packed suitcase—filled with actions, not just ideas.

Give your participants something they can actually use the minute they leave.

Learning without action is like a map without a destination. Takeaways turn insights into next steps—and that's where the magic happens.

ENGAGING WORKSHOP



- **Write 3-5 Takeaways** - Get participants to write their own list.
- **Ask Reflective Questions** - Prompt learners to consider their learning, its personal impact, and future growth.
- **Handout** - Quick summary, checklist, or cheat sheet.
- **Follow Up** - Send a short check-in email.
- **Final Mic-Drop** - Reinforce the core message in one sentence.

Use this magic question:

“What’s one thing you’ll do differently starting tomorrow?”

It turns inspiration into action—and that’s how change begins.

Level up Every Time!

Reflection turns experience into excellence. Feedback isn't failure—it's your secret weapon for growth! Every session is a chance to learn, tweak, and get even better.

ENGAGING WORKSHOP



- **Ask for Feedback** - Use a quick form:
 - What worked?
 - What didn't?
 - What could be better?
- **Replay the Energy** - Reflect on when engagement was high or low—use this as your guide.
- **Find One Fix** - Ask: “What’s one thing to improve next time?” Keep it simple.
- **Try Something New** - Test a new tool, activity, or style each session to keep it fresh.
- **Learn from the Legends** - Observe great facilitators and borrow their best techniques.

Pass around a quick feedback form before people leave—make it easy, fun, and fast.

Lighten the Learning

When people feel relaxed, they open up, engage more, and actually enjoy learning. Using humour lowers walls, builds trust, and makes your content stick like a catchy tune.

ENGAGING WORKSHOP



- **Keep It Light** - Share funny, relatable stories or “we’ve all been there” moments.
- **Laugh at Yourself** - Own mistakes with a chuckle—it makes you more relatable.
- **Keep It Conversational** - Talk like you’re chatting with friends, not lecturing.
- **Let Your Body Talk** - Use smiles, gestures, and expression to engage.
- **Don’t Force the Funny** - Skip awkward jokes—let your natural personality shine.

The best humour is real. A perfectly timed, “Well... that didn’t go as planned!” can be way more powerful than a canned joke.