

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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.

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- **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.