November 24, 2014
To: Executive Stakeholders for ACAMIS’s Leading Effective Meetings Workshop
Re: Workshop Report
By: Michael Iannini

Dear Stakeholder,

On behalf of ACAMIS, I facilitated this past weekend’s Leading Effective Meetings. My design for this workshop was partly influenced by Matthew Jennings An ASCD Study Guide for Leading Effective Meetings, Teams, and Work Groups in Districts and Schools. The following were the overall objectives of the workshop:

- Align your chairperson style with that of your team
- Trouble shoot our Essential Agreements
- Be patient, teams take time
- Develop assertive communication skills

The workshop begins by developing awareness about implicit leadership beliefs and how as leaders we need to be more aware of how others expect us to lead, as opposed to how we prefer to lead. Building from this foundation participants are then introduced to meeting management, communication and team mobilization strategies to develop their capacity to ensure team members actively participate and meetings end with consensus on actions to be taken.

Results from the assessment gave an overall average score of 4.8, on a 5-point scale, with 5 being the highest praise. All participants commented that the workshop objectives were met and that the content was relevant to their work. Some participant comments were:

“I honestly thought everything was great! Michael fantastic communicator and is knowledgeable about leadership and served as an effective role model. Thanks Michael!”

“To be honest, nothing, it was spot on. Could be one longer day rather that 1.5 days”

“Provide a list of recommended websites, books and resources so that we can go beyond the workshop.”
In addition to these positive comments, participants also requested for future workshops:

“Understanding Asian vs Western Leadership styles”

“Coaching and Counseling Techniques for teachers”

“Conflict Resolution, Hiring and Firing, Project Planning”

“Leadership, Using Data for improvement, Teacher Supervision and evaluation”

**Workshop Summary:**

Special thanks needs to be made to Simon Gauci, Christine and the IT team for their incredible planning and work spent through the weekend to ensure all participant needs were attended to.

No workshop is without its challenges, however, I have very little to comment on as all participants were on time, incredibly interactive and prepared for all discussions and activities. This actually contributed to an oversight on my part on Sunday, in that due to participant discussions becoming so animated, I did not budget enough time for a break and may have rushed through the debrief to ensure we would end on time.

For future workshops, I feel we should maintain the Friday and Saturday format, as asking staff to commit to a weekend of professional development, which I hope benefits the school, should partly be during normal working hours.

Suggestions for following up with participants should include a debrief of senior management on what participants learned, as well as consideration of upcoming ACAMIS workshops, such as First 90 Days for New Administrators and Appraisal and Giving Feedback. Several participants also inquired about having Difficult Conversations and Dealing with Difficult People, for which this workshops content did not deal with directly, only peripherally.

Kind Regards,

Michael Iannini