

Virtual Leadership Forum Toolkit

“Don't wish it was easier wish you were better. Don't wish for less problems wish for more skills. Don't wish for less challenge wish for more wisdom.” - Jim Rohn

NOTE: Download The Full Leadership Forum Quickstart at:
<https://www.hptschools.com/hpt-worksheets-download>

Leadership Update Tool

Short Form



Name: Susan Smith Date: 17 October One Word Barometer: Rushed.

Stretch Goals In Focus: 1. 100% consistency with PBL 2. 100% green data on Pulse

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	key deliverable on AIP	Showcase cohorts in staff meeting
		Above and below the line agreed to by staff.	Consistency for all staff.	Update data wall and discuss at mtgs.
	Next Week	All cohorts doing team profile	Increased sharing and engagement	Showcase in staff meetings.
		School art show	Parent and community engage	Check in with co-ordinator + support.
Challenges	Last Week	Behaviour spikes and PBL non-compliance	Teacher stress	Confirm protocols on data wall.
		Staff sickness and juggling workloads.	Long hours filling gaps.	Personal thanks and wellbeing reminder.
	Next Week	Workload, attendance and behaviour issues	Reduced facetime with teaching staff	Put up on data wall and update staff.
		ARD School Review visit	increased stress on leadership team	Organise documents + preparation.

Work/Life & Wellbeing:



On Track	Off Track
Family Time	Sleep
Running	Screen Time
Painting	Snacking

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload.	increased sick leave, long hours, personality clashes.	
Managing curriculum changes.	Poor assessment results if curriculum isn't aligned	
Conflict between middle leaders.	Teachers receiving mixed messages and feel stress	

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy
PBL Team	School-wide rollout delays.	Co-attend all PBL meetings.
Student Leaders (end of year activity)	confirm presentation for general assembly	meet with student leaders and run through slides
Deputy Principal	Finalise Dev. plan	Schedule for end of week + complete pre-work.

Deep Dive Issues Register (Focus on longer term strategic issues)

Graduate Teacher onboarding and mentoring program
Staff shortages - coverage - impact on middle leaders.

Leadership Update Tool

Short Form



Name: _____ Date: _____ One Word Barometer: _____

Stretch Goals In Focus: 1. _____ 2. _____

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week/s			
	Next Week/s			
Challenges	Last Week/s			
	Next Week/s			

Work/Life & Wellbeing:



On Track	Off Track

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy

Deep Dive Issues Register (Focus on longer term strategic issues)

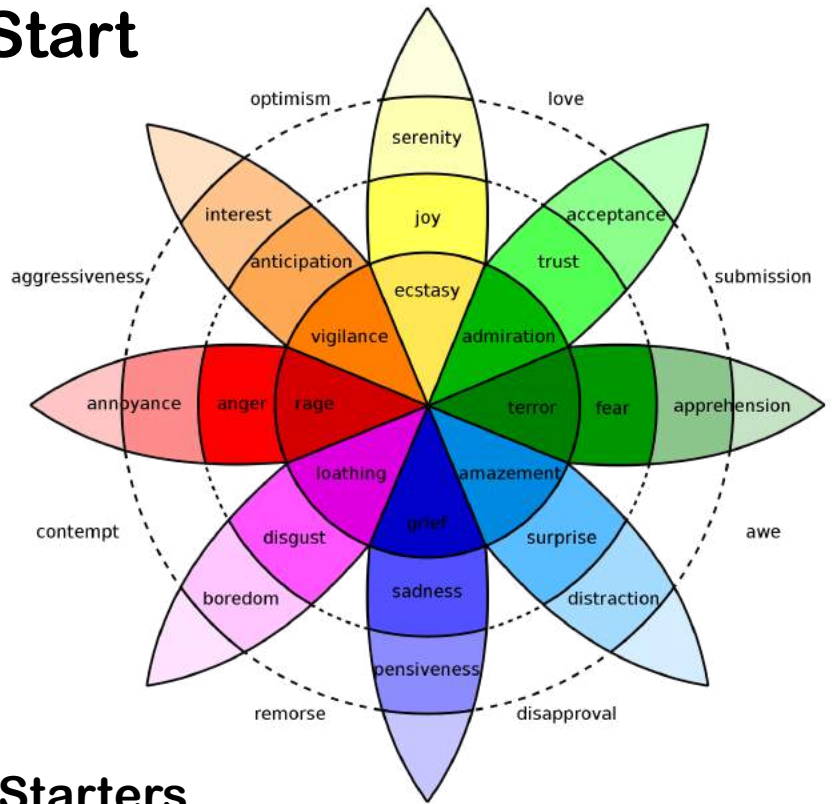
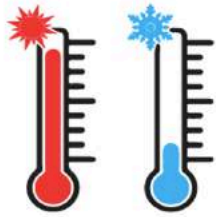
<p>Item 1 (Inclusion)</p>	<p>Welcome</p> <ul style="list-style-type: none"> Mission: (SUPPORT,ACCOUNTABILITY,GROWTH & LEARNING) Attitude (Learning Pit, Dig Deep/You Get Out Of It What You Put Into It) Chair/Moderator & Ground Rules (esp. Confidentiality- CHATHAM HOUSE) <p>Warm Up</p> <ul style="list-style-type: none"> One word Barometer & Medium/ High Trust Conversation Starter 	<p>Chair</p> <p>All</p>	<p>4 mins</p>
<p>Item 2 (Support)</p>	<p>Individual Leadership Updates (4 x 3 min each)</p> <ul style="list-style-type: none"> Each person shares a summary from their weekly update tool mainly focusing on "Leadership Successes" and "Leadership Challenges" sections (questions if time permits otherwise note in update tool need/leads etc.) 	<p>All</p>	<p>12 mins</p>
<p>Item 3 (Proactive)</p>	<p>Hot Issues</p> <ul style="list-style-type: none"> Step 1: Check for issues raised in updates and call for any final items – select top 3 – majority rule (2 min) Step 2: (3 x 7 mins) Top 3 issues discussed in 7 minute cycles (1 min explain, 1 min clarify, 4 min discuss and 1 min takeaways) 	<p>All & Led by nominated individual</p>	<p>23 mins</p>
<p>Item 4 (Strategic)</p>	<p>PD Quick Share</p> <ul style="list-style-type: none"> YouTube Clip / Artefacts Showcase / Data / Toolkit / Journal Article or Case Presentation (5min share / 5 min discussion) SENT OUT PRIOR IF POSSIBLE 	<p>Sponsor (rotating)</p>	<p>10 mins</p>
<p>Item 5 (Accountable 1)</p>	<p>Priority Relationships In Focus – Forward Actions</p> <ul style="list-style-type: none"> 2 minute updates on leadership activities focused on key relationships over next 30 days (4 x 2min each) 	<p>All or nominated presenter</p>	<p>8 mins</p>
<p>Item 6 (Accountable 2)</p>	<p>Next Steps: Barometer & Takeaways</p> <p>Each Member Barometer, Takeaway Action & Satisfaction Score (1-10)</p> <p>Close:</p> <p>Moderator Feedback & Next Meeting Plan/Roles</p> <p>Moderator feedback:</p> <p>Next meeting date/time:</p> <p>Next Chair: Next Moderator: Next PD Quick Share Sponsor:</p>	<p>Chair & Moderator</p>	<p>3 mins</p>

Ground Rules (Red Card/ Yellow Card- Visual/ Audible)

- 1. Openness & Trust-** Right to 'off record' speech with 'on the record' documented as formal feedback.
- 2. Balanced Debate** - Respecting both sides of the argument and allowing diversity of views.
- 3. Competency over Role** - Respecting the 'value' of the person's opinion regardless of their 'status'.
- 4. Issues over Personalities** - Staying 'issues' focused and not letting personalities overpower the agenda.
- 5. Accountable Actions & Clear Outcomes** -Being constructive in feedback and offering a solution focused
- 6. No Multi-tasking** – Exceptions Chair & Moderator Time Keeping & Live Note-Taker Only

Warm Up: Quick Start

One Word Barometer



Example Conversation Starters

KPI 1: Job Satisfaction

Lower Trust

1. I enjoy my job most when...
2. My most favourite activity at work is...
3. Our organisation's vision and values are...
4. Our team's biggest contribution to the organisation's success is...

Moderate Trust

5. I am really proud of how are team does...
6. I have to motivate myself most at work when...
7. I find the most rewarding moments of my job are...
8. One thing our organisation does really well is...

Higher Trust Teams

9. An example of where my values overlap with our organisation's values is...
10. One thing I need to stop doing to improve is...
11. One thing I am not proud of in our organisation is...
12. One thing our team could do to add more value to the organisation is...

KPI 2: Performance Feedback

Lower Trust

1. The best piece of advice I have got lately is...
2. Feedback works best for me when...
3. Someone I admire whom I wish I could get more feedback from is...
4. The thing I need most help with this week is...

Moderate Trust

5. A great mentor in my life was (& why)...
6. The worst piece of advice I have got in my career thus far is...
7. I need (a) a lot or (b) a little time to process feedback (and why)...
8. One thing I would like to get more feedback on is...

Higher Trust Teams

9. I doubt my own ability when I have to do...
10. The hardest thing for me when I get feedback is...
11. The thing our leaders need more feedback on is...
12. An area I should be giving others more feedback on is...

KPI 3: Leveraging Diversity

Lower Trust

1. An animal that best describes my personality is...
2. I feel more energized when I am working with...
3. If I could have any super power I would choose (and why)...
4. People I find easiest to get along with are...

Moderate Trust

5. Types of people I find hard to get along with are...
6. A part of my personality which can be both a blessing and a curse is...
7. A characteristic I admire in others is...
8. I like myself most when I am...

Higher Trust Teams

9. The types of people that make me feel anxious are...
10. If I could change one aspect of my personality it would be...
11. I like myself least when I am...
12. Types of people I can easily be misled by are...

KPI 4: Work/Life & Wellbeing

Lower Trust

1. My favourite hobbies are...
2. At the end of the day I like to relax by doing...
3. My secret skill is...
4. When I was a child the career I dreamed of was...

Moderate Trust

5. One thing I need to stop doing to improve my wellbeing is...
6. An activity I would like to do more of is...
7. If I won the lotto tomorrow I would...
8. Some of the proudest moments of my life are...

Higher Trust Teams

9. My guilty pleasure is...
10. My top 5 bucket list items are...
11. One thing I did as a child that I would like to do again is...
12. My biggest regret in regard to my health and wellbeing is...