

## SAC QUICKtips: SAP TEAM LEADERSHIP

1. Create an agenda for every team meeting. (See Quick Tips for Team Meeting Agendas)
2. Use a systematic process for quickly assigning floating roles during the meeting.
3. Designate a time keeper for every meeting whose job is both watching the clock and redirecting the team when off topic and agenda.
4. Start every meeting on time by quickly reviewing the agenda.
5. Know the best practices for problem-solving teams, and guide the team in staying within those practices.
6. Cultivate positive relationships with other services within the school identifying how services can work together to serve students and families.
7. Identify common data sets with other service groups in the school, and seek to find ways to work together on data collection and use.
8. Guide the team in establishing protocols at the beginning of the year, and help the team stay within the protocols.
9. Develop a positive relationship with administrators and keep communication open.
10. Talk with team members who are not functioning as needed within the team to determine what needs to happen to improve that functioning.
11. Foster an attitude of respect so that all team member's feel their contributions can be heard and considered.
12. Be assertive in helping the team stay focused and on track in team meetings.
13. Facilitate or designate formative and summative evaluation every year.

Resources on prevention.org – Professional Resources – Student Assistance Center Problem-Solving Team Best Practices Protocol, Best Practice Standards for Student Assistance, Student Assistance Program Best Practices Formative Assessment, Team Effectiveness Qualities