



Leading Effective Meetings, Teams, and Work Groups in Districts and Schools

Matthew Jennings

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Teachers share one vital characteristic with students: they function best in settings that are organized enough to provide structure and focus, yet flexible enough to respect developmental and personality differences. In *Leading Effective Meetings, Teams, and Work Groups in Districts and Schools*, author and veteran educator Matthew Jennings provides everything you need to help the teachers in your school or district achieve their full potential:

- *An overview of the research on collaboration and what it means for educators

- *Step-by-step guidelines for designing and facilitating meetings

- *Strategies for avoiding and resolving conflicts among educators

- *Checklists, questionnaires, and rubrics for designing, implementing, and assessing work groups and teaching teams

- *Whether you're setting up a complex district-level task force or a simple school faculty meeting, this comprehensive guide will ensure that you do so as efficiently and effectively as possible. Packed with field-proven activities, worksheets, and metrics, it is an indispensable resource for all educational leaders.

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