

## Session 1 Summaries

# Principals (Secondary)

Date: October 17, 2024

Hosts: Christopher Allen, Jamie Robb

## Balancing Workflow

During our session, we delved into the contemporary challenges that secondary principals encounter in managing their workflow. We outlined the tasks currently on our agendas and considered the distribution of time between operational and strategic activities. How can we carve out time for strategic thinking and prioritize our well-being?

## Strategies shared

Some of the strategies shared were: Effective calendar management, delegation of tasks (empowering others), and using AI tools to streamline processes.

## Introducing Job Crafting

We briefly shared the concept of job crafting; identifying tasks they can delegate or outsource or restructuring tasks to make them more meaningful and engaging.

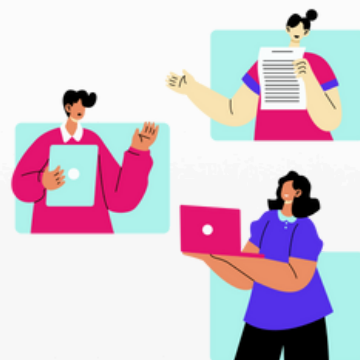


## Additional Resources

- \* [Session 1 Slide Deck](#)
- \* [Session 1 Recording](#)
- \* [Article 1](#)
- \* [Article 2](#)
- \* [Article 3](#)

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## Session 2 Summaries

# Principals (Secondary)

Date: November 21, 2024

Hosts: Christopher Allen, Jamie Robb

## Coaching vs. Mentoring

We discussed the difference between being a coach and being a mentor for others.

## Having your Assistant Principals and/or Middle Leaders as Co-Pilots

We discussed the pre-reading article on how to help our AP's and/or middle leaders grow into future principals. This included reflecting on what we currently do in our own schools and what could be done for our team.

## The 70-20-10 Rule

We had one of the Co-Authors of the other pre-reading article, Michael Iannini, join us and discuss the mentor program he helped develop for an international school group in China.

## Additional Resources



- \* [Session 2 Slide Deck](#)
- \* [Session 2 Recording](#)
- \* [How to Best Support Assistant Principals](#)
- \* [Three Transformative Outcomes Achieved with Mentoring](#)

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## Session 3 Summaries

# Principals (Secondary)

Date: February 27, 2025

Hosts: Christopher Allen, Jamie Robb

## Managing Difficult Staff Conversations

Principals discussed strategies for handling staff members who exhibit a negative attitude or resistance to change. The key takeaway was the importance of early intervention and direct but supportive communication. Instead of focusing on discipline, participants shared how structured growth plans and coaching conversations can encourage struggling teachers to adapt and improve. Creating standardized expectations and leveraging middle leadership support were also highlighted as essential strategies.

## Navigating Challenging Parent Interactions

Difficult conversations with parents are a reality for school leaders, particularly when parents challenge school policies or decisions. Participants shared that having a clear parent code of conduct and a structured conflict resolution policy helps set expectations. Schools that encourage proactive communication and early engagement with parents often see fewer escalated conflicts. Some principals also highlighted the significance of guiding parents towards alternative schools if their values do not align with the school's ethos.

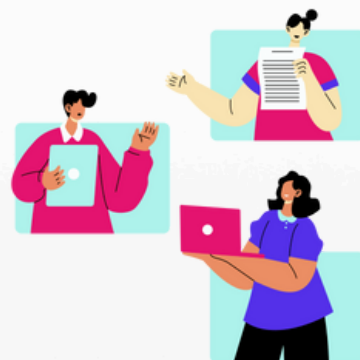
## Building Peer Support Networks

The session concluded with a discussion on the value of principal-led peer learning groups. Participants emphasized that learning from one another's experiences through informal networking, shared policies, and collaborative problem-solving helps leaders navigate complex challenges. Interest groups on teacher appraisal, grading, and scheduling were formed to continue discussions beyond the session.



## Additional Resources

- \* [Session 3 Slide Deck](#)
- \* [Session 3 Recording](#)



## Session 4 Summaries

# Principals (Secondary)

Date: May 7, 2025

Hosts: Christopher Allen, Jamie Robb

## Self-Care and Wellness Practices

The session began with a warm-up activity where participants shared one thing they do to take care of themselves. For example, Chris mentioned going on long walks, which helps him clear his mind and process the day. Other leaders shared similar practices, such as exercising, engaging in hobbies like cooking, or spending time with family. This conversation was tied to the article "5 Ways to Wellbeing for a School Leader," where the key themes included connecting with others, staying active, taking notice of the present, keeping learning, and giving back to the community. Participants reflected on how these strategies could help school leaders maintain a balanced life while managing their busy roles.

## Addressing Leadership and Faculty Wellness

The group discussed the challenges in maintaining personal wellness as school leaders and in supporting faculty wellness. Dom shared his experience with managing a large team and balancing leadership duties with personal well-being. There was also a discussion on how to collect and act on feedback regarding staff wellness. Various wellness programs were mentioned, including allowances for gym memberships and offering mental health days, but there were concerns about whether these resources were sufficient. This discussion highlighted the importance of actively listening to staff and making targeted improvements to support their wellness effectively.

## Staff Appreciation Strategies

The final takeaway centered around staff appreciation, based on the article "6 Ways to Show Staff Appreciation." The group discussed different ways to acknowledge staff contributions, such as personalized recognition, giving autonomy, and ensuring staff feel respected and supported. For example, Dom mentioned sending personalized birthday emails, which have been well-received by staff. Mark discussed how his school integrates staff appreciation through events and small gestures, such as providing coffee vouchers for extra efforts. Participants shared that these small but meaningful actions go a long way in boosting staff morale and maintaining a positive school culture.



## Additional Resources

- \* [Session 4 Slide Deck](#)
- \* [Session 4 Recording](#)
- \* [5 Ways to Wellbeing for a School Leader](#)
- \* [6 Ways to Show Staff Appreciation](#)

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