**Staff Meeting Agenda**

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| Meeting Details | |
| Date DD/MM/YYYY | **Time** 00:00 |
| Location \_ | **Leader** \_ |

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| Agenda Item | Time Allotted |
| **Welcome and Icebreaker activity**   * Get everyone in the room and ready to engage with a quick, fun icebreaker. | 5 minutes |
| **Review of Previous Meeting Minutes**   * Look back at what we discussed last time to refresh everyone's memory. * Recap any action items or decisions made and check if they've been addressed. | 5 minutes |
| **Updates on Nursery Operations**   * Share important updates or announcements related to how our nursery is running. * Keep everyone in the loop about any changes or developments | 10 minutes |
| **Staff Training Session: Introduction to New Safety Protocols**   * Dive into a training session to introduce everyone to new safety protocols. * Make sure everyone understands their role in keeping our nursery safe and secure. | 30 minutes |
| **Discussion on Upcoming Events and Initiatives**   * Talk about exciting events or initiatives coming up in the nursery. * Get everyone on board and excited about what's happening next. | 20 minutes |
| **Role-Play or Scenario Discussion: Handling Challenging Situations**   * Practice handling challenging situations through role-play or scenario discussion. * Learn from each other's experiences and brainstorm effective solutions. | 20 minutes |
| **Interactive Quiz: Testing Knowledge on Child Development Milestones**   * Test knowledge on development milestones with a quick, interactive quiz. * Have fun while brushing up on important information that helps us support the children in our care. | 15 minutes |
| **Open Floor for Staff Questions and Concerns**   * Give everyone a chance to ask questions or raise any concerns. * Foster open communication and address any issues that need attention. | 10 minutes |
| **Wrap-Up and Closing Thoughts**   * Wrap up the meeting with some final thoughts and reminders. | 5 minutes |