

# TIMELY TIPS

## Staff Management

### Setting Expectations for Success

#### OBJECTIVE

Students will establish clear staff expectations and strengthen team connections through a collaborative team-building exercise and staff handbook activity.

#### MATERIALS NEEDED

- [30 Days of Ice Breakers for Your Yearbook Staff](#) blog (or own team-building activity)
- Supplies required for the chosen team-building activity
- Sticky notes (3-5 per student)
- Writing utensils
- Whiteboard or butcher paper
- *Optional:* Laptops/tablets with access to a shared Google Doc for digital drafting

#### PART 1

### INTRODUCTION & TEAM BUILDING (20 MINUTES)

Begin by reminding students that **yearbook is more than a class or club; it's a team that succeeds through collaboration, trust and accountability.**

Choose one team-building activity from [30 Days of Ice Breakers for Your Yearbook Staff](#) (or another favorite). Examples include tower building challenges, the human knot or personality tests.

- Need more team-building ideas? Watch the [Team Builders for the Yearbook Classroom](#) training video for additional inspiration.

Following the activity, **debrief with your staff:**

- What made this activity successful?
- What challenges came up, and how did you solve them?
- How did communication affect the outcome?
- What roles did people naturally take on?

#### PART 2

### STAFF HANDBOOK CREATION (35 MINUTES)

#### 1. Brainstorm (5 minutes)

- Have each staff member write 3-5 staff expectations or responsibilities on sticky notes.
- Post sticky notes on the board or butcher paper, grouping similar ideas together.

#### 2. Small group work (20 minutes)

- Divide the class into small groups and assign each group a section/category (communication, deadlines, conduct, etc.).
- Each small group will draft 3-5 clear handbook statements from the sticky note clusters.
- Write drafts on the whiteboard, poster paper or in a shared Google Doc.

#### 3. Present (10 minutes)

- Each group will present their draft statements to the staff.
- Staff leadership will record them into a single document (the working Staff Handbook).

#### PART 3

### WRAP-UP & NEXT STEPS (5 MINUTES)

Bring the team together to reflect:

- Why is it important that we created these expectations together?
- Which handbook statements will be the most important to our success?
- How will this handbook help us avoid conflicts or confusion later?

#### Next Steps:

- Staff editors/leadership team will refine the draft into a polished staff handbook.
- Once complete, have the staff review and sign it as a commitment contract.