

# TIMELY TIPS

## Staff Management

### Training Next Year's Leaders

#### OBJECTIVE

Students will identify leadership qualities and develop a plan to train next year's staff leaders using team-building and recruitment strategies.

#### MATERIALS NEEDED

- Laptops or tablets
- Projector or whiteboard
- [Staff Management Through Team Building - Yearbook Suite Unit](#)
- [Walsworth's Recruitment Materials](#)

#### PART 1

### INTRODUCTION (10 MINUTES)

Strong yearbooks don't just depend on this year's staff, they depend on how well you prepare the next one. Without planning and training for next year, the process can be more stressful.

**Students will learn how to:**

- Understand how teamwork builds reliable leadership
- Identify future leaders on staff and where the team can improve

**Introduce the concept:** Your yearbook staff will create a plan to train and support current students to fulfill their role for next school year.

#### PART 2

### GUIDED PRACTICE (15 MINUTES)

**Using ideas from the [Team Building Unit](#), discuss:**

- How teamwork helps students grow into leadership roles
- Why collaboration is essential in yearbook production

**In small groups, students discuss:**

- When have they felt supported by a teammate or editor?
- What helped them improve their skills?

**Then ask:** "How can we intentionally create those moments for next year's staff?"

#### PART 3

### RECRUITMENT (25 MINUTES)

**Identify what roles will be filled and where holes may be in next year's yearbook staff:**

- Use [Walsworth's Recruiting Materials](#) to help you find students with diverse skill sets with various interests.
- Utilize the staff and editor applications to weigh which members may be best suited in each role based on their potential.

#### PART 4

### WRAP UP & NEXT STEPS (10 MINUTES)

**Ask students:**

- What is one thing we can do now to better prepare next year's editors?
- Who is someone you could help mentor?

Remind students that leadership training is an ongoing process. The more intentional the staff is now, the stronger and more prepared next year's team will be.

**Optional Extension:** Create a mentorship pairing system between current leaders and future editors.