SESSION 1 | GET THE RIGHT PEOPLE ON THE BUS AND IN THE RIGHT SEATS AND THE WRONG PEOPLE OFF THE BUS

**How can we select the right people with the right gifts, for the right reasons?**

- What traits do you look for when hiring staff?
- What would be the red flags in a potential new hire?
- How broad-based is your selection pool?
- Have you considered hiring virtual assistants?
- How do you know when you have a staff member that shouldn’t be on the bus?
- Do you categorize your staff as “short-timers” and long-term staff?

SESSION 2 | ONBOARDING PAID AND UNPAID STAFF - HELPING PEOPLE START STRONG

**What do new staff need in the first 90 days to start strong? What did YOU need the first 90 days?**

- What do you wish you would have done, or have known when you started your last position?
- What might your “wins” be for how a new staff member spends their first 90 days?
- How will the dynamics of our staff change based on your new hire?
- Who will be part of the onboarding team?
- What would be some of the onboarding assignments for a new hire?
- How soon will new staff be posted on the church website? Introduced via e-news, Facebook, etc.

SESSION 3 | SUPERVISING STAFF - TIPS FOR SETTING GOALS AND INCREASING MUTUAL ACCOUNTABILITY

**Are people’s goals connected to your purpose and priorities? How often do staff talk about their goals?**

- What’s your history/norms for setting staff goals and having staff share their goals with each other?
- Is there a reason for not having staff share their goals?
- Do you have a staff/leadership covenant? How often is it referred to?
- What happens if a staff member’s goals are not reached?
- What criteria are used to evaluated staff? Are these criteria related to the church’s goals or mission?
- How might you make staff members work more transparent?
- What prevents staff from collaborating with each other?

SESSION 4 | INCREASING ENGAGEMENT AND COLLABORATION AMONG STAFF

**Are your staff working as a team? If not, why not? What do you need to start or stop doing?**

- What are staff doing that brings out the best in each other?
- What are staff doing that hinders each other’s best efforts?
- When and how do staff celebrate with each other?
- Do you have staff members that are NOT team players? If so, what impact does this have on the team?

SESSION 5 | PLANNING QUARTERLY CHECK-INS AND ANNUAL STAFF REVIEWS

**Are annual reviews something your staff look forward to or dread? What’s the purpose of annual reviews?**

- Who is responsible for leading the check-ins and/or annual reviews?
- What is the purpose of reviews? What are the benefits of performing reviews?
- What course corrections typically occur as a result of annual review conversations?
- Who is part of the annual review process and what is their role?
- If you could change one element of your review process, what would it be?