

Conducting Awesome Team Meetings

HOW TO HOLD STAFF MEETINGS THAT BUILD MORALE AND RESULT IN POSITIVE CHANGE

1. Make Sure the Purpose is Clearly Established
2. Distribute an Agenda Beforehand
3. Choose the Right Time
4. Limit the Time of the Meeting and Each Item to be Discussed
5. Start on Time
6. Discuss the Most Important Items First
7. Don't Get Side-tracked
8. Assign Someone to Keep Minutes
9. End on a Positive Note
10. See that Minutes are Distributed Within 24 Hours
11. Monitor Follow-up Assignments and Action
12. Critique, Evaluate, and Make Adjustments

XYZ Animal Hospital: Purpose of Meeting: Date/Time: Person in charge of meeting:				EXAMPLE
Topic	Discussion	Action (To Do)	Person Responsible	Due Date
1.				
2.				
3.				
4.				
Open issues:				

Note: Assign someone on your team to take minutes.



ABC Animal Hospital Request for Day(s) Off

Requested Time Off for Month of _____, 201X

Single Days

Day _____ Date _____, 201X

Day _____ Date _____, 201X

Day _____ Date _____, 201X

Day _____ Date _____, 201X

Multiple Consecutive Days

Day _____ Date _____ through

Day _____ Date _____, 201X

Day _____ Date _____ through

Day _____ Date _____, 201X

STUDENTS: PLEASE LIST ADDITIONAL HOURS YOU WOULD LIKE TO WORK DURING SCHOOL BREAKS

Additional Requests: _____

Submitted by _____ Date _____

Requested Days off Submittal Deadline _____



DAILY LOCATOR

DAY/DATE: _____

<u>SURGERY/DROPOFFS</u>	
	<u>TEAM#1</u>
DOCTOR	_____
TECH	_____
TECH	_____
TECH	_____
ASST	_____
ASST	_____

<u>OUTPATIENTS</u>			
	<u>TEAM#1</u>	<u>TEAM#2</u>	<u>TEAM#3</u>
DOCTOR	_____	_____	_____
TECH	_____	_____	_____
TECH	_____	_____	_____
TECH	_____	_____	_____
FLOATER TECH	_____		
ASST	_____	_____	_____
ASST	_____	_____	_____
FLOATER ASST	_____		

DINNER BREAK	ASST	_____	_____	_____
(1) 12-12:30				
(2) 12:30-1	BATHER	_____		

<u>EVENING TEAM</u>				
DOCTOR	_____	_____	_____	_____
TECH	_____	_____	_____	_____
TECH	_____	_____	_____	_____
TECH	_____	_____	_____	_____
	FLOATER TECH	_____		
ASST	_____	_____	_____	_____
ASST	_____	_____	_____	_____
ASST	_____	_____	_____	_____
	FLOATER ASST	_____		

DINNER BREAK			ATTENDANT	_____
(1) _____	(2) _____			
(3) _____	(4) _____		ATTENDANT	_____

For Closing see _____ or _____

- * - In Charge of overseeing: Tech Apts / Treatments / Prescriptions / Recalls / Lab Results.
- TX – 7:00 AM Treatment Technician.
- W/F – In Charge of ensuring patients are appropriately given food/water/litter boxes.
- CD – Designated to oversee pm closing list