



**Using Bright Spots
To
Highlight Team's Strengths**

Team Agreements – Step 2



Looking for the “Bright Spots”

What is a “Bright Spot”?

In the framework of team agreements, “bright spots” are moments of effectiveness that have become consistent over time.

Why are “Bright Spots” important?

Just like we do with children, we want to “catch our teams being good, and raise their awareness of what they are doing well so they will do more of it.

What if we already know what our teams are good at?

Granted, most of us know what our teams are good at. However, often we get so busy being busy that sometimes we forget. Or we take for granted that our teams know their “bright spots,” and we miss the opportunity to regularly remind them or acknowledge them for their incredible work in specific areas.

How do “bright spots” tie into the Team Agreements process?

The Team Agreement process is a proactive and positive communication tool. Therefore, when deciding on what topic or agreement to start with, it is easier to make an agreement in an area of effectiveness or where everyone is already on the same page. This allows everyone to focus on the process, as opposed to a disagreement or point of contention, especially when going through it for the first time.

How else can I use “Bright Spots”?

Again, like the work we do with children, we can use “bright spots” to acknowledge our teams with positive descriptive feedback. Now, here’s the trick... we get to recognize the effort of the entire team, not just the individuals. And it’s not that we don’t acknowledge individual efforts; we just want to ensure that we’re tying those efforts back to the impact on the group. For example, “Thanks for picking up your student files early; this will support your team in getting them completed and filed on time.”

Consistently tying individual effort back to the impact on the team raises everyone’s awareness around playing team. And highly effective teams have a high level of understanding of how their individual efforts contribute to the whole.

What is the Purpose of the Topic Priority List?

The following page was created to prioritize each team’s “bright spots,” which can be used as a jump-off point for creating initial team agreements. The fourth page was created to capture the strengths of multiple teams.



Topic Priority List

Directions:

Put a number from 1 -14 next to each topic, starting with the topic or category where you believe your team to be effective or highly efficient. Don't forget to use data to confirm. When developing an agreement with your team(s), start with those topics within the 1-5 range.

Communication:

- ___ Parent Conferences
- ___ Newsletters
- ___ Drop off/pick up
- ___ Communication between team members
- ___ Affirmations / love language

Instructional:

- ___ Curriculum /Lesson planning
- ___ Whole Group Transitions
- ___ Gathering documentation

Operational:

- ___ Supplies and Storage
- ___ Lunch/snack prep
- ___ Staff Breaks

Health and Safety:

- ___ Organizing or cleaning the room
- ___ Indoor Supervision
- ___ Outdoor Supervision

Other:

- ___ _____
- ___ _____



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15+ Prewritten Topics to choose from

Reflective question to get the team thinking about their practices

Part IV Cleaning, Sanitizing and Disinfecting
Expectations: All classroom materials including children's blankets, teething toys/pacifiers, etc. must be cleaned and sanitized.
Considerations: 1. What system can be developed to the CDC/State/Local guidelines are followed?
2. What system is in place in case of infectious diseases?
3. What chemicals will be used (e.g. Chlorox/Bleach, Alcohol/Sanitizer, Disinfectant Spray/Wipes, etc.)
4. What will the routine be for toiletting and hand washing?
5. What will be involved? If so, how?
6. What volunteers be used? If so, how?
7. If so, what routines will be put into place for social distancing?

Accountability boxes to capture discussions and agreements

Cleaning, Sanitizing and Disinfecting:
Team Member/Children/Family? What will be cleaned/sanitized? When?
Where will sick children be placed so as to not "infect" others?

Teaching Team Members
Signing this agreement means you have actively participated in the discussion(s) and agree to uphold and honor them. Therefore, please make sure each member of the Teaching Team has signed this agreement before submitting to (supervisor's name).
Teaching Team Name: _____ Date: _____
Teacher Name: _____ Signature: _____
Additional Staff Member Name: _____ Signature: _____
Additional Staff Member Name: _____ Signature: _____
Thank you for the hard work you have done for your team this year!
May your team have a successful and productive year!

Additional exercises to strengthen communication skills

Part VIII Appendix A: List of Strengths
Ambitious, Motivated, Candid, Cooperative, Devoted, Determined, Enthusiastic, Experienced, Flexible, Focused, Hard working, Involved, Mature, Open minded, Practical, Punctual, Realistic, Reliable, Respectful, Responsible, Seasoned, Self-confident, Self-directed, Self-disciplined, Independent, Systematic, Willing, Articulate, Calm, Capable, Charismatic, Clear headed, Considerate, Creative, Curious, Efficient, Empathetic, Flexible, Fortright, Helpful, Honest, Imaginative, Independent, Innovative, Insightful, Intuitive, Kind, Methodical, Meticulous, Neat, Objective, Organized, Painstaking, Passionate, Patient, Perceptive, Persuasive, Prudent, Resourceful, Sociable, Systematic, Thorough, Well rounded, Competitive, Outspoken, Communicative, Humble, Natural leader, Team player, Adaptable, Diligent, Energetic, Frank, Inventive, Polite, Proactive, Sensible, Sincere, Thoughtful, Versatile

Need additional resources or want to learn more? Check out My Team Agreements Workbook for Collaborative Teaming at https://teamagreements.com/products/my-team-agreements-workbook-for-collaborative-teaming for an inexpensive and easy way to implement the Team Agreements process.