

Planning for Communication and Shared Decision-Making with Staff: Building Trust and Collaboration

(adapted from Schweikert, 2014)

Adults like to feel a part of the decision-making process when the decisions will affect them and their workplace. You will have more cooperation from the staff when they have a voice in decisions about the program. This is also true for families. When you invite families to participate in an advisory board, they need to truly be a partner on the board and have input into decisions.

Understandably, some decisions do not lend themselves to shared decision-making but must be made by the individual in charge (i.e., program manager or T&Cs). Again, it is still important to explain to staff and families why a decision had to be made.

Leaders engage staff members in shared decision-making whenever appropriate. Providing clear, honest communication with the staff is important to maintaining positive relationships. Think about all the different methods of communication (e.g., notes, staff meeting discussions) you will use to share information with your staff and list them below:

Communication methods I plan to use:

Leaders engage staff in shared decision-making whenever appropriate. Think about the many types of decisions that are made in a care and education program. List below when you plan to use shared decision-making processes with the staff:

Sharing responsibilities and allowing staff members to assume leadership within the program is another way program managers and T&Cs can build a sense of community. Think about ways you may want to delegate some tasks to staff members. Allowing staff members to take on some program tasks indicates that you are supporting them in their development as teacher leaders.