



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref_____

Date_____

STAFF MEETING

Staff meetings can easily feel like a responsibility, but when run well, they are the backbone of a highly aligned team. The secret is moving away from "this could have been an email" status updates and focusing instead on collaborative decision-making, professional development, and alignment.

To keep staff engaged, we have to flip the dynamic from passive listening to active participation. When people know they might be asked to contribute, solve a problem, or share an insight, their attention shifts entirely.

Interactive Format of Meeting-:

The Think-Pair-Share: When tackling a complex issue (like preparing for a new institutional mandate or updating a policy), give everyone 2 minutes to write down their thoughts individually.

The Silent Brainstorm (Chalk Talk): Write a central question or problem statement on a whiteboard (or a shared digital canvas if meeting hybrid). Give everyone sticky notes and 5 minutes to write down ideas and stick them on the board. Group the notes by theme together as a team. This gives quieter staff members an equal voice and prevents louder voices from dominating.

Case-Based Problem Solving: Instead of discussing abstract issues, present a real or hypothetical scenario that the institution might face (e.g., a specific student grievance or a compliance bottleneck). Break the staff into small cross-departmental groups for 10 minutes to draft a solution based on current guidelines.



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref_____

Date_____

STAFF MEETING

Sr. No.	Names	Position
1	Dr. Ratnaprabha Rajmane	Principal
2	Assistant Prof. Upasna Roy	Co-ordinator
3	Assistant Prof. Seema Singh	Member
4	Assistant Prof. Shahaji Nikalaje	Member
5	Assistant Prof. Smita Chulliparambil	Member
6	Smt. Sunita Kamble	Member



Dr.Ratnaprabha Rajmane
I/C Principal