

ADMIN TIPS: **HOW TO CONNECT WITH TEACHERS & STAFF IN AN ONLINE LEARNING ENVIRONMENT**



Building connections with teachers and staff is essential for creating a successful online learning environment. Here are our FlexPointers for keeping the lines of communication open virtually.

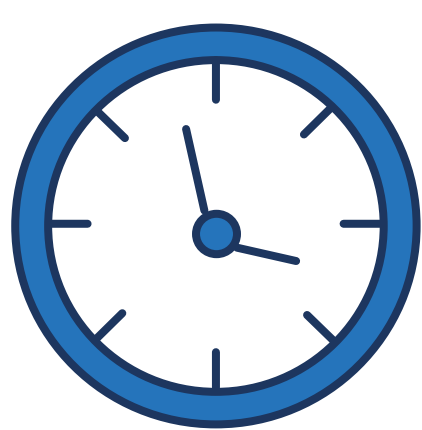


ASK FOR FEEDBACK.

Before the start of the school year, send out a survey asking teachers and staff to list their greatest concern regarding the year ahead.

HOST A TOWN HALL.

Q&A sessions allow teachers and staff to share feedback and get responses in real time.

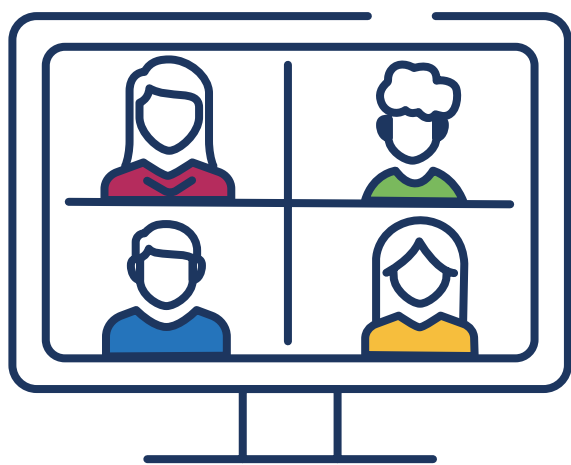


SCHEDULE TIME TO REVIEW BEST PRACTICES.

Allocate time to review grading policies, communication guidelines, and training expectations so everyone is on the same page.

TRY TWO-WAY COMMUNICATION CHANNELS.

Provide a space where teachers can indicate if they need help, such as a chat, digital forum, or reoccurring meetings.

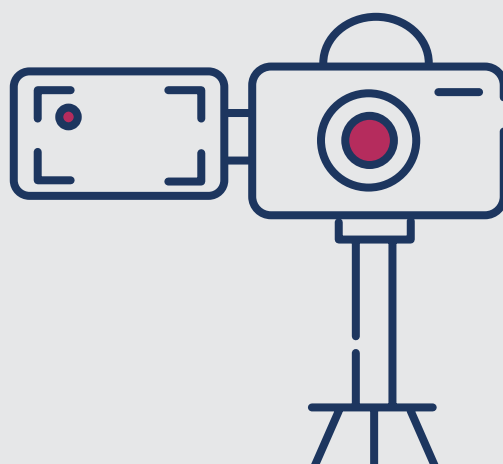


CREATE PROFESSIONAL LEARNING COMMUNITIES.

Try pairing experienced and new teachers together to exchange ideas, observe lessons, and provide feedback.

HOST VIRTUAL EVENTS.

Offer teachers an informal setting to connect and socialize with each other.



REMEMBER THE KEY PRINCIPLES OF COMMUNICATION.

When communicating with teachers and staff, consider the four key principles of effective communication: transparency, honesty, accessibility, and flexibility.

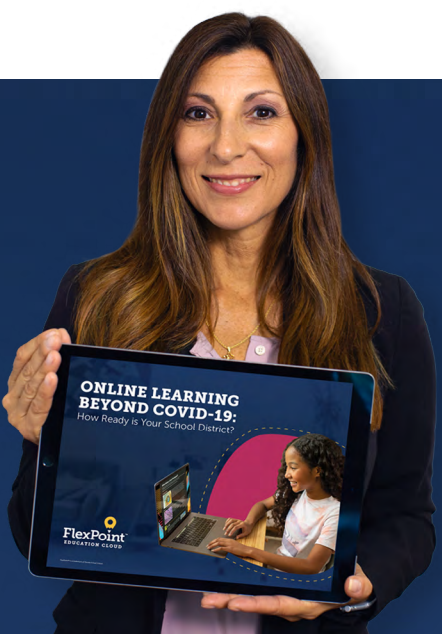
SEND WEEKLY UPDATES.

Try sending weekly updates to all your stakeholders around the same time each week to build a cadence. Keep the updates short, sweet, and accessible.



CELEBRATE SUCCESS!

Remember to take the time to celebrate and acknowledge your team's wins.



Ready to start building an online learning program that helps students succeed?

Get our **FREE** how-to guide.

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