



Staff Culture Reset Checklist

Reset Your School's Communication Culture in 30 Days

Week 1: Identify the Undercurrents

- ☐ Ask teams: What's working in our communication? What's getting in the way?
- ☐ Collect themes without defending or debating.
- ☐ List the top 3 recurring issues to address.

Week 2: Set Communication Norms

- ☐ Decide on main channels for announcements, feedback, & decisions.
- ☐ Create meeting agreements (start/end times, agendas, decision recaps).
- ☐ Post and share norms with all staff.

Week 3: Model the Shift

- ☐ Respond to messages within agreed timeframes.
- ☐ Ask clarifying questions before making assumptions.
- ☐ Publicly share changes you've made based on staff feedback.

Week 4: Reinforce and Adjust

- ☐ Conduct a quick pulse check: What's improved? What needs work?
- ☐ Keep what's working, tweak what's not.
- ☐ Celebrate communication wins publicly.

 **Pro Tip: Culture change is a habit, not a one-time fix. Keep using this checklist quarterly to maintain momentum.**