

Focus on developing and maintaining good staff relationships

- **Call your staff regularly to check on their health, their families and their general wellbeing.**

- **Hold regular meetings (electronically) with staff at least once in a week to strategize on how to run the affairs of the school during this crisis including**
 - 1. eLearning systems to provide lessons for the children at home**
 - 2. Strategies to collect outstanding fees.**

- **Build strong rapport by sharing personal life experiences and how COVID-19 preventive protocols are being observed and encourage staff to also share their experiences, interests and feelings as a way of engaging with**

- **Leaders should provide for personal and professional development of staff in areas of pedagogy, classroom management and teaching and learning which could be done on electronic platforms as zoom, skype and even whatsapp.**
- **Leaders should celebrate successes chalked**

Strengthen relationships between staff to work collaboratively with each other during school closures

- **Jointly developing electronic platforms to engage pupils and parents. For example, WhatsApp platforms, google classroom, zoom meeting etc.**
- **PLTs working together for professional development.**

- **Jointly developing content for students' learning and assignments. For instance, lower secondary maths teachers planning and organising lessons that could be delivered easily electronically.**

- **Advantaged teachers encouraged to share with colleagues. For instance giving out soft loans to fellow teachers through mobile money.**

- **Teachers participating in educational discourse initiated by Education Specialists on Cluster WhatsApp platforms or their school platforms**

School Leaders should give timely recognition

To motivate teachers to give their best, school leaders need to deliberately recognize the efforts and contributions of teachers towards the development of their school.

- Giving timely recognition when teachers meet deadlines or try to be very innovative.

- Promptly responding to teacher calls or messages or call back quickly when you missed their calls.

- Honouring promises promptly when teachers satisfy their part of the bargain.

- Promptly attending to challenges faced by staff in executing an assignment or even challenges relating to their personal and or social lives.

Ensuring clear communication to all teachers about COVID-19 updates and the school responses.

- Give early morning reminders to all staff on WhatsApp, through SMS or Facebook to observe all recommended COVID-19 preventive protocols to stay safe.

- Share global, national or local covid-19 infection updates from credible sources and actions within the locality or nation to reduce impact with staff on various school media platforms.

- Encourage teachers to share credible information on the pandemic on school platforms.

- Encourage teachers to read extensively on the pandemic by directing them to credible sources to allow for informed discussions during staff interactions

Keeping promises once terms are agreed
(nature of job, payment schedule).

Pay salaries and other remunerations promptly preferably via mobile money/ Try obeying payment schedules

Any causes in delays in honouring promises must be duly communicated to the affected staff.

Allowing for two way communication between teachers and school leaders so that the teachers' concerns are heard, especially during uncertain time periods like now

For teachers to contribute meaningfully to the development of the school and to own decisions made, their freedom and encouragement to express themselves, especially during this crises is key.

- **Discussing with teachers issues affecting the school. For example, teacher salaries, how to complete the scheme of work for the term on school's media platforms**

- **Addressing teacher concerns through their HODs and sector heads.**

- **Allowing for one-on-one discussions with individual teachers (through voice/video calls, WhatSapp, zoom or skype) to address specific teacher**

- **Allowing teachers to suggest best ways to engage with parents and other stakeholders. For eg how to recover unpaid fees.**

Keep on asking employees feedback

- **Ask for feedback on the effectiveness of the parent and student engagement interventions.**
 - **Seek feedback on the teacher professional development packages put in place during the crises.**
- **Ask for feedback on the adequacy of the remuneration packages for staff during the crises.**
 - **Confide in trusted staff to provide feedback on leaders' relationship with staff during the crises.**
- **Administer simple questionnaire or checklist for staff to provide you with their appreciation of your efforts in managing the school during the crises including staff and student welfare.**
- **Introduce 'suggestion box' for staff to provide you with the best possible ways to manage the school post COVID-19. This could be done electronically through the school leaders' personal email.**