

# Staff Organization Management Toolkit

## Leading a Team



- [Team Charter, Accountability, and Communication](#) (LinkedIn Learning Course)
- [Leading Productive Meetings](#) (LinkedIn Learning Course)
- [Organization By-Laws Template](#)

## Team Communication and Organization Tools



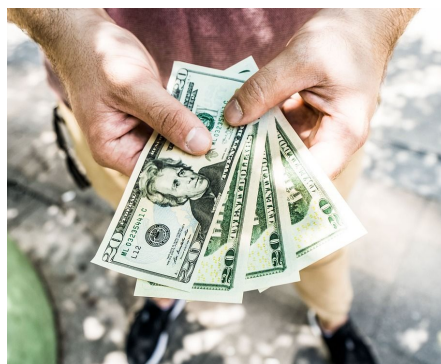
- [Group Email Account \(SPA Account\)](#)
- [Mailing Lists \(bConnected/Google Groups\)](#)
- [Team Drive](#)
- Staff organization website updates - Contact Douglas McSkimming (dmcsk@berkeley.edu)

## Event Planning



- [Event Planning Guide](#)
- [Campus Meeting & Event Spaces Directory](#)
- [Caterers \(Zero Waste Approved\)](#)
- [Healthy Event Guide](#)

## Spending Sponsored Funds



[Staff Organization Budget & Payment Process](#)

## Marketing



- Free flyer and poster designs ([Canva](#))
- Free images ([Pixabay](#) and [Unsplash](#))
- [Tips for writing marketing emails](#)

## Everything Else...



Contact [grow@berkeley.edu](mailto:grow@berkeley.edu) and to be pointed in the right direction.