

TEAM Processing Tool

This processing tool is designed to enhance team cohesion and is intended for both new and veteran staff to gather data and conduct a root cause analysis. The intent is to value everyone’s voice to support the whole child through an institutional culture of are.

This can be used as a stand-alone tool or to support additional initiatives, including Students Study Team, Section 504, Team Huddle, Manifest Determinations, and Pre-IEP parent meetings, among others. Implementation time can vary.

S.W.O.T. Team tool to gather robust data and team perspectives			
Strengths What does the student do well? What makes the student special? <i>Ex: Mary is always willing to help</i>	Weakness What is the student criticized for? Where are they vulnerable? <i>Ex: Students make fun of Mary’s lisp when she speaks.</i>	Opportunities Where can we improve or elevate? What promising practices are being implemented with intentionality? <i>Ex: We can redesign our morning carpet time to incorporate more empathy activities</i>	Threats What obstacles or barriers do we encounter in supporting this student? <i>For example, we need more materials and team time to address and develop empathy theme lessons.</i>
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Root Cause Analysis

Once the **S.W.O.T.** is conducted and multiple sources of input are gathered, deepen your understanding of the issue and begin to draft an action plan.

What are the symptoms that warrant the needs of the team?	-
Is the problem structural, personality-related, trauma-related, cultural, stability-related, or related to another factor?	-
What do we believe is the nature of the issue? Do we have data to support our findings?	-

As a Team, ask “why” 5 times with the frames below

(1) Why- Structural	(2) Why- Personality	(3) Why- Trauma	(4) Why- Cultural	(5) Why- Stability
<i>Is the issue due to proximity or setting?</i> -	Is there a personality conflict? -	Social-emotional gaps to address? -	Are there culturally relevant gaps? -	Are there transiency gaps or a history? -

Root Cause:

What are possible solutions to address this problem?	-
What is our immediate plan of action to try to collect data on?	-
Which personnel are needed and what is their role?	-
When will we convene to revisit our data for the intervention?	-