

Planning Tool for Facilitating Teams

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[4 Levels of Questions](#) | [Preparing for a Conversation](#) | [Leading a Focused Conversation](#)

Facilitator(s): Sarah Nelson		Meeting Date: 10/25/18
Members: Sarah Nelson, Principal, Regional Administrator		Next Meeting: TBD
Norms: ★ What am I doing to contribute to making this a true learning experience? ★ Am I asking the questions which will enhance my understanding of what's being taught? ★ What will I do today to implement at least one idea about what I've learned? ★ What student or group of students will benefit from my efforts?		
Objectives/Goals: ☐ What is the most effective way for this district to organize staff into PLC groups? ☐ How can the AEA support this district in the PLC process moving forward?		
Experiential Aim:		Rational Aim:
Resources to help get my point across: • Video: Structuring PLC Teams (4:38 minutes) • Share Denver CSD Insights: Content Teams ; Unified Teams ; PLC Template ; Sample Schedule		
Time	Conversation Plan	
5 min	Opening: Effective PLCs are based on the development of effective teams. So we want to spend time discussing how to best group staff into PLCs. Last time we talked... I've been doing some thinking on your behalf. I put together some questions and some tools. How much time do you have? I have some tools that could help you get to your desired state.	
15 min	Objective Questions:	• Where have you noticed meaningful collaboration already taking place at North Tama? Give examples. • Describe for me where you presently have teachers overlapping in their content areas? • Describe for me where you presently have teachers sharing the same students? • What's working/not working in your present structure? • What evidence told you the AIW framework wasn't working?
15 min	Reflective Questions:	• What does meaningful collaboration look like? Sound like? Feel like?

		Knowing your staff, which grouping structure do you feel would best encourage staff to engage in meaningful collaboration? Why do you feel that way?
15 min	Interpretive Questions:	- What process do you have that helps you create meaningful teams? - How will we determine who needs to be a member of the PLC and when? - What are some of the requirements for an effective PLC? - What must be in place?
10 min	Decisional Questions:	- What is the first thing we will do to organize our PLCs? - Of the things I showed you today, what were one or two of the AEA supports we can implement first?
5 min	Closing: Once teams are determined, the next step might be to have the Leadership Team look at the PLC IC Maps and determine the current reality of where staff are with the process.	