

## INITIAL structured reflective conversation meeting: Outline

Note: The descriptions in this outline align with the headings on the *initial structured reflective conversation meeting: planning tool* that appears later in this section and also in the blackline masters at the end of this manual.

### Introduction: Establish the meeting's purpose, expectations, norms, and desired outcomes

*Purpose:* Establish the meeting's purpose, expectations, norms, and desired outcomes.

*Time estimate:* 2 to 3 minutes

### Structured reflective conversation

#### **What?—What do you see?**

*Purpose:* Gives participants a chance to look at the data and get the facts out on the table.

*Time estimate:* 3 to 5 minutes

*Steps:*

- Select three to four question prompts from the list below.
- Ask the first question and have several participants respond.
- Use a different question prompt after every two or three responses to minimize redundancy.
- Make sure *each* participant responds to at least one of the question prompts listed below.
- Do not record responses to the questions at this time.

*Question prompts:*

- What is one piece of data you see?
- What is one thing that stands out?
- What is one data point that catches your attention?
- What is one thing that you notice?
- What is one thing that jumps out at you as you look at the data?
- As you look through the data set, what is one thing that you notice?

### **Gut—What do you think about it, and how do you feel about it?**

*Purpose:* For participants to share their personal responses to the data.

*Time estimate:* 3 to 5 minutes

*Steps:*

- Select three to four questions from the list below that allow participants to respond in a variety of ways.
- For this round, note that it is not required that each participant respond to every—or even *any*—question. Note also that you may sometimes need to paraphrase or restate a participant response to relate the response directly to the data.
- Do not record responses to the questions at this time.

*Question prompts:*

- What gives you confidence?
- What makes you want to stand up and say, “Yes!”?
- What are you most proud of?
- What concerns you?
- What worries you the most?
- What data are you struggling with?
- What seems the most critical?
- What pleases you?
- What seems clear?
- What surprises you?
- What seems unclear?

### **So what?—What does this mean, and what are the implications for our work?**

*Purpose:* For participants to reflect on the data analysis thus far and determine the significance or importance of the data. This reflection is deliberately structured to focus on two levels—a *general issue level* (themes, meaning, significance in general) and a *specific look-for issue level* (directly related to issues arising from the specific look-for data).

*Time estimate:* 20 minutes

*Steps—general issue level:*

- Select two to three of the general issue questions from the list below.
- For each question, ask for responses, but note that it is not required that each participant respond to every—or even any—question.
- Change questions if needed to minimize redundancy.
- Do not record responses to the questions at this time.

*Question prompts—general issue level:*

- What seems to be the central issue?
- What questions does this raise?
- What insights are beginning to emerge?
- What does all this mean for us?
- What are we learning from this?
- What is the larger pattern emerging?
- What is a value that comes from your observations and reflections?

- What are you discovering?
- What are some emerging themes in all this information?

*Steps—specific look-for issue level:*

- Before the structured reflective conversation meeting, select one or two specific look-for questions that are related to the highlights or trends that you identify prior to the meeting or to those that you anticipate the group might identify. A set of look-for questions (*So what? Specific look-for issue-level reflection questions*) can be found later in this section.
- Divide the group into subgroups of roughly two to three members each and ask each subgroup to discuss, record, and prepare to share their responses to the question you selected. If the full group is small, pose the specific look-for question to the group, and ask each person to take 2 to 3 minutes to independently reflect on the question and then record their response on a sticky note.
- Ask each subgroup to share a summary of their discussion (or each individual to share their response to the question).
- As participants share their thinking, record their ideas on chart paper so there is a record of all the ideas being brought forth for consideration.

*Question prompts—specific look-for issue level:*

- See the section titled *So what? Specific look-for issue-level reflection questions*, which follows the outlines and planning tools in this section.

### **Now what?—What do we do now that we know this?**

*Purpose:* To identify the specific action plan that the group will begin to implement *immediately*.

*Time estimate:* 10 minutes

*Steps:*

- Using the question prompts in the list below, facilitate a discussion in which the group selects, develops, and commits to a set of ideas from the *So what?* discussion above.
- Use the last form in this section, *Now what? Documenting our decisions from the reflective conversation*, to document the plan the group has developed (this form may also be found in the blackline masters at the back of this manual). Be sure that the group addresses all the following issues:
  - Specific, measurable, immediate actions directly related to the data
  - Who is responsible for what and by when?
  - What evidence will show that we have accomplished this action?
  - What is the timeline for the next data collection cycle?
- Either at the meeting or as a follow-up shortly after the meeting, disseminate to all team members copies of the completed forms for *Now what? Documenting our decisions from the reflective conversation*.

*Question prompts:*

- What actions can we all agree on that we are willing to take immediately?
- What will we do differently?
- What do we need to do in order to take action?
- What decision is called for?
- What are we committing to?
- What are our next steps?
- When will we start?
- Who will do what and by when?

## Closing

*Purpose:* To confirm actions and expectations, reiterate important ideas / learnings, and establish a timeframe for the next meeting and data collection cycle.

*Time estimate:* 2 to 3 minutes

*Steps:*

- Summarize the following:
  - What should we see in the classroom as a result of our actions?
  - What would we expect the effect to be?
  - Why do these actions matter?

INITIAL

**Structured reflective conversation meeting: PLANNING TOOL**

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<b>Introduction:</b> Establish the meeting's purpose, expectations, norms, and desired outcomes.
Notes:
Structured reflective conversation
<b>What?</b> question prompts to use:
<b>Gut</b> question prompts to use:
<b>So what?</b> question prompts to use: <i>General</i> question prompts:  <i>Specific look-for</i> question prompts:
<b>Now what?</b> question prompts to use:
Closing
Notes: