Facilitating Learning, Logistics and Longevity

Adapted from The Evidence Process: A Collaborative Approach to Understanding and Improving Teaching and Learning by the Evidence Project Staff (Cambridge, MA: Harvard Project Zero, 2001).

Learning

- Help participants develop vision of the work: Why they’re doing
- Facilitate
- Help group track history and progress
- Check in with participants in and out of meetings to gather feedback, respond to questions, provide support
- Identify and mentor new facilitators

Logistics

- Plan meetings and build agendas
- Identify who will play what roles at meetings and support them as they prepare
- Figure out how to use outside resources effectively
- Listen to/get feedback from participants
- Troubleshoot
- Participate in Meetings
- Arrange Meeting time, space, food
- Announce Meeting time/space
- Convene the meeting
- Turn meeting over to others for specific tasks
- Make sure LASW work has a place on the school professional development calendar
- Distribute any relevant materials before, after and during meetings

Longevity

- Help Participants identify how this work is related to other initiatives in the school and to school goals
- Help participants establish commitment to the work
- Encourage the interest of others who might join in the work
  - Communicate value of the work to others
  - Secure funding to support the work

This protocol was originally written in the 1990s/2000s. We encourage you to purchase an NSRF membership to access newer materials and to enroll in CFG Coaches’ Training to access all of the updated materials and to develop a more thorough, experiential understanding. Protocols are most powerful and effective when used within an ongoing professional learning community such as a Critical Friends Group® and facilitated by a skilled coach. To learn more about professional learning communities and seminars for new or experienced coaches, please visit the National School Reform Faculty website at www.nsrfharmony.org.