



## Common Practices for Team Collaboration

### Common Practices

Here are a few practices that we use within our collaborative teams to support effective, equitable and efficient teaming.

Practice:	Examples:
Establish norms as a team and check-in as a team about your norms	<p><i>Norms to consider for planning:</i></p> <ul style="list-style-type: none"> <li>▪ Timeliness and productivity (you're producing materials together)</li> <li>▪ Equitable participation norms</li> <li>▪ Strengths-based teaming: How can you respect and use each other's strengths/approaches and support each other with challenges?</li> </ul> <p><i>Process check-ins:</i></p> <ul style="list-style-type: none"> <li>▪ Do end-of-meeting debriefs</li> <li>▪ "From the Balcony" or "Process checker" role (observes process)</li> </ul>
Use roles to make meetings and collaboration more effective	<p><i>Example roles:</i></p> <ul style="list-style-type: none"> <li>▪ rotating facilitator (keeps team focused and ensures that tasks are accomplished)</li> <li>▪ note-taker (ensures that key ideas, plans and action items are documented)</li> <li>▪ time-keeper (monitors time for each agenda item)</li> <li>▪ "From the Balcony" or "Process checker" role (observes process, participation and norms)</li> </ul>
Set clear agendas with goals and time limits	<p>Establishing routines is helpful</p> <p><i>Example team planning meeting agenda:</i></p> <ul style="list-style-type: none"> <li>▪ Check-in / review agenda and goals for the meeting (and prioritize agenda items)</li> <li>▪ Quick reflection on lessons and student learning from previous week</li> <li>▪ Set learning goals for the coming week</li> <li>▪ Develop weekly/daily plans (lesson plans/agendas, assessments, etc.)</li> <li>▪ Review action items and assign responsibilities (who's doing what)</li> </ul>
Keeping records and communication	<ul style="list-style-type: none"> <li>▪ Keep plans on GoogleDocs (and share the document with everyone who is involved)</li> <li>▪ Establish a consistent note-taking structure or template (e.g. agenda item, discussion notes, action, who is responsible)</li> </ul>
Set and keep sacred a weekly planning time	<ul style="list-style-type: none"> <li>▪ While "on the fly" planning and collaboration happens all of the time, a weekly time is essential to be proactively plan and reflect</li> <li>▪ We'll set times during Faculty Week, to avoid schedule conflicts</li> </ul>
Be proactive about co-teaching, and Learning Specialist and General Education Teacher teaming	<p>We schedule common preps to support Learning Specialist-General Education teaming, so discuss this collaboration process as a team. For example:</p> <ul style="list-style-type: none"> <li>▪ When is best time to collaborate on planning?</li> <li>▪ What are the specialist's and para's roles in planning and instruction? How can they be most effective within the planning/teaching team?</li> <li>▪ How can we team to create opportunities for differentiation?</li> </ul>
Other helpful practices based on our experience?	<ul style="list-style-type: none"> <li>▪ Seek to find connections between our different teams/goals</li> </ul>

## Team meeting template / tool

Here is a meeting template / tool that incorporates some of the above common practices for collaborative planning teams to support effective, equitable and efficient teaming.

### **Team Norms:**

*Be engaged and present*

*Respect each other*

*Value process and product*

*Be prepared and purposeful*

### **Team Roles:**

Facilitator:

Note-taker:

Time-keeper:

Balcony:

### **Agenda:**

1. Check-in / review agenda and goals for the meeting (and prioritize agenda items)
2. Quick reflection on lessons and student learning from previous week
3. Set key learning goals and assessments for the coming week
4. Develop weekly/daily plans (see template below)
5. Review action items and assign responsibilities (who's doing what by when)
6. Closing / Debrief (balcony debrief and appreciations)

### **Week-by-week Planning Template:**

*(Make additional copies of table below for each week of school.)*

<b>Week 1 Plans:</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Content Learning Goal:	Content Learning Goal:	Content Learning Goal:	Content Learning Goal:	Content Learning Goal:
Process of Learning Goal:	Process of Learning Goal:	Process of Learning Goal:	Process of Learning Goal:	Process of Learning Goal:
Plan:	Plan:	Plan:	Plan:	Plan:
<b>Weekly Team To Dos</b>				
<b>Task:</b>			<b>Person Responsible:</b>	<b>Deadline:</b>