

MTL Leadership Challenge Protocol

Collaborative learning group

Noyce Math Teacher Leader Fellows

The role of Presenter is assigned in advance. Presenters have completed and allowed access to the CLG members to [the Prep document](#) prior to the meeting.

“Participants” refers to all group members other than the Presenter. Participants have read the Prep document prior to the meeting.

The Facilitator plays a specific and important role as one of the participants. The Facilitator keeps track of time. The Facilitator also has special responsibility for supporting the Presenter, ensuring that the conversation continues in a productive and on-task manner.

The total time for the protocol is 30-35 minutes.

Session Procedures:

[Facilitator reads all underlined text.]

FACILITATOR reminds the group of the protocol by reviewing each step. Underlined text provides the main ideas. Text not underlined provides further clarification.

(1-2 mins) Facilitator welcomes the group, reviews who is serving in which roles (facilitator, presenter, debriefer) and introduces the presenter.

(3-5 mins) The presenter shares leadership challenge, along with appropriate background. The Presenter reminds the group of their current leadership role. Presenter reminds the group of the Challenge they want input on, as well as important artifacts or information shared in the Prep Doc.

(3 mins) FACILITATOR asks if there are any clarifying questions, and reminds the group of what clarifying questions are. (Clarifying questions are factual questions, aimed at gathering information needed to understand the event, not a judgmental question. E.g., “What happened before this meeting?” And not, “Why didn’t you...?” or “Did you think about how hard this would be for them?”)

(3-5 mins) (OPTIONAL) Re-visiting the Prep document materials (This can be skipped if not needed, or done at a later point as the need arises.)

****Facilitator restates the presenter's question****

Possible sentence starter for FACILITATOR:

Let's remember that (presenter) wants us to help with _____ (focusing question).

(13 mins) The GROUP considers possible courses of action, alternative ways of viewing a problem or situation, or possible paths towards addressing the issue. After 8 minutes, the facilitator will invite the presenter to join the conversation. Presenter listens and cannot speak during the initial time. Facilitator is responsible for enforcing this rule and balancing voices among participants. Facilitator also is responsible for ensuring that the Presenter's question is addressed. When the PRESENTER JOINS in, the WHOLE GROUP continues to work on the question (often leading to a refinement of what the challenge is).

(4 mins) PRESENTER reflects back to the group what s/he has heard, what s/he might try to do next or work on, and as appropriate, what questions remain.

Possible sentence starters for PRESENTER:

From this conversation, here are some ...

... ideas that I heard _____.

... ideas that I might want to try next _____.

... questions that I remain for me _____.

(3 mins) DEBRIEF. DEBRIEFER offers her/his perspective on the process and protocol, including: what was done well, what needs to be focused on next time, and suggested changes. This reflection includes specifics of the protocol. Then the debriefer invites others to share their perspectives on the process and protocol.