

**Purpose:** To fine-tune competencies and indicators

**Timeframe:** 40 minutes

**Materials Needed:**

- Protocol
- Design Guides
- Presenting Teacher's materials (competencies, indicators, scoring criteria)

**1. Presentation (5 mins.)**

- a. Presenter shares work with the team
- b. Presenter emphasizes the primary learning identified in the standards and indicators
- c. Presenter concludes with a focus question for feedback, which relates to a particular standard or indicator for which the presenter needs assistance.

**2. Clarifying questions (5 mins.)**

- a. Clarifying questions are matters of fact. Save substantive issues for later.
- b. Facilitator is responsible for making sure that clarifying questions are truly clarifying; if they can be answered with a simple statement, they are clarifying.

**3. Examination of the Template (10 mins)**

- a. Examine the competencies and/or indicators using the Design Criteria Chart for competencies and the Design Guide for Performance Indicators
- b. Consider the content at each stage and make notes of alignment with the design guide paying particular attention to the areas where the presenter requested feedback.

#### 4. Feedback (15-20 mins)

- a. Warm Feedback Round- In rounds, participants share parts of the competencies and indicators that seem particularly effective or match the elements in the design guide, specifically citing components that are strong.
- b. Cool Feedback Round- In rounds, participants share areas of the competencies and indicators that could be strengthened based on the considerations in the design guide and evidence from the document, as they relate to the presenter's focus question.
- c. If time allows, participants engage in an overall discussion about the work.
- d. During the rounds and the discussion, the presenter is silent and takes notes on the feedback.
- e. Facilitator's role is to ensure feedback is related to the presenter's focusing question

#### 5. Reflection (5 mins.)

- a. Presenter talks about what s/he has learned from the participants' feedback. This is a time to explore further interesting ideas that came out of the feedback portion of this protocol and not to defend oneself.

#### 7. Debrief (5 minutes)

- a. Facilitator-led open discussion of this tuning experience beginning with the presenter.
- b. What worked well about the process? What could have been improved?
- c. How did this discussion help you think about your own instructional planning? How will this conversation inform your practice?

