

## **Preparing for Feedback**

- 1. Review the protocol.** Make sure everyone has time to review the process and understand how the work will proceed.
- 2. Generate Ideas (10 min)**
  - Give team members 5 minutes to write in response to this prompt: “What aspects of our work do you think we need feedback from another team about?” Team members can write down topics (ie: grading) or questions.
- 3. Sort feedback ideas (10 min)**
  - Group ideas that are similar or related (ie: family engagement may be paired with student-led conferences)
- 4. Frame feedback as questions (15 min)**
  - Considering each grouping of ideas, what are 1-2 questions you could pose to other teams that would help focus their feedback on what you need?
  - Good focus questions:
    - Are open-ended, to avoid yes/no responses
    - Address the specific needs your team has.
- 5. Choose Question(s) (5 min)**
  - Team Members vote (with dots, check marks) on the question(s) that is/are most important to them.
- 6. Choose Protocol (10-15 min)**
  - [This guide](#) from The School Reform Initiative provides guidance about which protocols are most effective, depending upon your questions and context. The student work protocols in the guide do not apply to this process, so you should examine: Consultancy, Issaquah, Tuning, or Charette.
  - One of your team members may know of another protocol that has been effective—that is fine to select too.
- 7. Next Steps (5-10 min)**
  - All of the ideas for feedback are likely important—discuss how your team can get feedback from others in your district/SU, or from other teams, about your work beyond this opportunity.