



NEEI

Professional Conversation Guide: Implementation of Non- Observable Tools & Resources

September, 2022



Contents

Stage 1.....	1
Purpose	1
Configuration.....	1
Meeting Time	1
Roles	1
Preparation Steps	1
Step 1 Prompts.....	2
Step 2: Comments, Questions, and Answers.....	2
Step 3: Reflection for Sharing Colleague	2
Step 4: Preparing for Stage 2.....	3
Stage 2.....	3
Purpose	3
Configuration.....	3
Meeting Time	3
Roles	3
Step 1 Prompts.....	4
Step 2: Comments, Questions, and Answers.....	4
Step 3: Reflection for Presenting Team.....	5

The document below is adapted from *Collaborative Inquiry for Educators: A Facilitator’s Guide to School Improvement* by Jenni Donohoo.



Professional Conversation Guide to Support the Implementation of Non-Observable Tools & Resources

Use this conversation format to discuss the implementation of a new instructional tool or resource that does not require instructional observation of a colleague. For example, a technology platform that supports communication, rather than to facilitate learning. This ongoing conversation occurs in two stages:

Stage 1

Purpose

- To discuss the impact of the implementation process
- To discuss the impact of the implementation on educator workflow or student success

Configuration

Two or more small groups of education professionals

Meeting Time

Each team meets at the end of week 2 of the implementation. Teams determine the length of the meeting when they determine allotted times for the steps.

Roles

All roles rotate during the session.

Sharing Colleague – Each individual will have the opportunity to share

Primary Prompter – Responsible for providing prompts, if needed

Time Facilitator – Responsible for managing sharing out times; If the set time is challenging, the team must establish a more appropriate time frame for sharing. Set a maximum share time that everyone must abide by.

Recorder – The team must determine how they will document the comments and questions during the conversation. Will they have written or recorded (audio or video documentation)? The documentation must be provided to all team members for reflection.

Essential Preparation Actions

1. Establish sharing time:
2. Determine recording process
3. Determine order of sharing



The provided prompts are suggestions. Feel free to modify, subtract, or add to the bank.

Step 1 Prompts

Each presenter makes a *prepared* opening statement – Choose a number **minutes**

- Over the past ____ weeks, I implemented _____
- This involved me _____
- I was prompted to adopt _____ because _____
- I felt this important because _____
- My most valuable learning/lesson occurred when _____
- I found out that _____
- I still do not know _____
- I am still puzzled about _____
- I believed that if _____ then _____
- My next steps may be to _____

Step 2: Comments, Questions, and Answers

The team members have the opportunity to make non-judgemental comments and ask probing questions to which the sharing colleague responds. This is not an opportunity for the participants to provide advice. Rather, it is a time to provoke deep thought for the sharing colleague and to allow him or her to consider alternative scenarios. Choose a number **minutes**

Prompts to support this include:

- What might have happened if _____?
- What might you have tried instead of _____ (when; in order to) _____?
- What would you do the next time _____?
- How are you going to _____?
- What else might you could have used (when; to) _____?
- What evidence are you using when you say _____?
- How will you know next time (that; if; when; how to) _____?

Step 3: Reflection for Sharing Colleague

- The sharing colleague has up to Choose a number **minutes** to share any reflections formed from the comments and questions.
- The recorder must share the comments and questions with the sharing colleague.



Repeat steps 1 – 3 for each group member.

Step 4: Preparing for Stage 2

To prepare for stage 2, the team must consider their collective experience. They must weigh their intentions, comments, questions and responses and present a consensus of thought. To do so, the colleagues must turn the 'I statements' of step 1 into 'we statements'. You must try very hard to find a common thread to your purpose, or where relevant, decide what is most important.

- Over the past ____ weeks, we implemented _____
- This involved us _____
- We were prompted to adopt _____ because _____
- We felt this important because _____
- Our most valuable learning/lesson occurred when _____
- We found out that _____
- We still do not know _____
- We are still puzzled about _____
- We believed that if _____ then _____
- Our next steps may be to _____

Stage 2

Purpose

- To discuss the impact of the implementation process
- To discuss the impact of the implementation on student success

Configuration

Two or more small groups of education professionals meet collectively

Meeting Time

Teams meet collectively at the end of week 4 of the implementation.

Roles

Presenter(s) – Each team will have the opportunity to share

Table Facilitator – Responsible for providing prompts, if needed. Responsible for managing sharing out times; Each team must have equal time. If the set time is challenging, the team must establish a more appropriate time frame for sharing. If the format is not suitable based on the topic of discussion, this person leads the conversation around reconfiguration.



Recorder – Determine how you will document the comments and questions during the conversation Will you have a written documentation or will you record (audio or video)? The selected format must be provided to the sharing colleague for his or her reflection.

Step 1 Prompts

Presenters share statements prepared at the end of stage 1 – **4 minutes**

- Over the past ____ weeks, we implemented _____
- This involved us _____
- We were prompted to adopt _____ because _____
- We felt this important because _____
- Our most valuable learning/lesson occurred when _____
- We found out that _____
- We still do not know _____
- We are still puzzled about _____
- We believed that if _____ then _____
- Our next steps may be to _____

Step 2: Comments, Questions, and Answers

As in stage 1, this is a time for presenters and their teams to think more deeply about their experiences. It is not a time for advice. **4 minutes**

Prompts to support this include:

- What might have happened if _____?
- What might you have tried instead?
- What would you do the next time _____?
- How are you going to _____?
- What else might you could have used, if anything (when; to) _____?
- What evidence are you using when you say _____?
- How will you know next time _____?



BUILDING A COLLECTIVE CULTURE OF LIFE WIDE LEARNING

Step 3: Reflection for Presenting Team

- The presenting has up to **2 minutes** to share any reflections formed from the comments and questions.
- The recorder must share the comments and questions with the presenting team.

Repeat steps 1 – 3 for each team

Determine if they want to meet again and when.