

A Protocol for Self-Reflection

A Consultancy for Groups

The purpose of this protocol is to assist a group in having substantive discussion about issues that all of its members collectively face. The group takes joint responsibility for the protocol.

It is important that all members of the group enter into this protocol in the spirit of self-reflection and improvement. Everyone should be prepared to change their actions if the protocol reveals an opportunity for improvement on their part. The next steps, determined at the end of the protocol, might include actions for all or just some of the members to take, but at the outset everyone should engage in the protocol with a willingness to take steps to address the questions at hand.

Pose the questions (3 minutes)

Someone in the group states the questions to be addressed or explored.

Questions:

- Where are we as a school in terms of our outcomes relative to our focus/goals?
- What worked well?
- What commitments do we need to make in order to move forward?
- What would be helpful in supporting future work?
- What's the role of the district/union in this work?

Writing (10 – 15 minutes)

Everyone writes to answer the questions from their point of view.

Share the reflections (15 minutes)

Each person has the opportunity to present their writing and the key points are written in bullet form on chart paper. After each presentation, clarifying questions are asked of the writer, if necessary.

Probing questions (20 minutes)

Each member of the group has an opportunity to ask a probing question of any other group member or members. It is important that each person in the group get the chance to respond to at least one probing question. This can continue until clarity is reached or as long as time allows.

Writing to synthesize what we've heard (10 minutes)

This is an opportunity for each group member to make sense of what's been said.

Next steps conversation (20 minutes)

Ideas for next steps are shared and charted. It is helpful if participants explain how they came to each next step. The group determines what step(s) it will take.

Debrief (5minutes)