## Handout #11 Next Steps Action Plan, Part 2, Effective Team Structures and Skills

*Aligns with Part 2 of the Collaborative Teams PowerPoint*

## Next Steps: Actions = Results

**Focus**

* *Design effective team configurations aligned with purpose & goals*
* *Ensure time for productive teaming*
* *Establish team member roles aligned with their skills*
* *Strengthen collaborative skills*
* *Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District/School** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Action Planning Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Individual Teacher** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *OR* **Grade Level/Content Team** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Action Planned/Steps**  *What?* | **Responsible Person(s)**  *Who?* | **Timeline and Evidence of Implementation**  *When?* | **Resources/Support Needed/Fidelity Measure**  How | **Review Date/Results**  *So What?* |
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