## Handout #10 Next Steps Action Plan, Part 3, Group Processes for impactful collaboration

*Aligns with Part 3 of the Collaborative Teams PowerPoint*

## Next Steps: Actions = Results

**Focus**

* *Design and effective template for team agendas/minutes.*
* *Identify and establish norms that address team needs.*
* *Develop skills and strategies for building consensus.*
* *Use the most effective protocols for strengthening team communication to reach goals.*
* *Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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| **Action Planned**  *What?* | **Responsible Person(s)**  *Who?* | **Timeline**  *When?* | **Resources/Support Needed** | **Results**  *So What?* |
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