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