Conversation Tracking Sheet

The most accomplished principals, instructional coaches, and teacher leaders use conversations to systematically reinforce the core principles in their buildings and on their learning teams. Consider using a simple tracking sheet like this one to ensure that conversations become effective tools for spreading core principles in your department, grade level, or building.

Name of Faculty Member: _____

Core Principle Shared: _____

1. Why is this faculty member critical to your change efforts?

2. Who else in your department, grade level, or building has a close working relationship with this faculty member? Are they better prepared to lead this conversation?

3. What was the outcome of your conversation? Was this faculty member receptive to your ideas? What have you learned about this faculty member's level of commitment to, or understanding of, the core principle shared? What will you change about your work because of this new knowledge?

Building a PLC at Work™ © 2010 Solution Tree Press • solution-tree.com
Visit **go.solution-tree.com/PLCbooks** to download this page.