

Tool 56

Strategic Planning Workshop Agenda

(6-hour time block)

Note: If the total staff is fewer than 20, then regroup the discussion sets into fewer sets with more questions.

1. Gearing up (30 minutes)

- Review agenda for the day
- Review notes and recommendations from final report workshop
- Questions/clarifications
- Overview of teamwork [Tool 54] and facilitation models [Tool 55] (*handouts*)

2. Small-group planning (30 minutes)

Break into five groups (*each group will facilitate one Discussion Set [detailed under items 3, 5, and 7] with the large group*)

Small-group instructions:

- Think about the questions assigned to your team for facilitation.
- Using the facilitation models described earlier or another model, develop a plan to best elicit answers to your Discussion Set from the whole staff. The plan must ensure that:
 - Every person/small group has an opportunity and is expected to add comments and ideas to the discussion.
 - As part of the activity, the responses are collected and sorted, and some consensus ideas emerge.
 - The consensus ideas are captured on paper.
 - The process is completed within the times listed on the agenda.
 - Lingering issues are captured on a parking lot for future consideration.

3. Large group reconvenes for Discussion Sets

Discussion Set 1: Achievement Gaps (45 minutes)

- Are all students learning to their highest levels?
- Which groups of students are not achieving?
- What could we do differently to help those students achieve at higher levels?
- What will we need?

Discussion Set 2: Expectations for Academic Rigor (45 minutes)

- Should we have common expectations for all student work in terms of academic rigor?
- How can we determine what that level should be?
- What collaborative processes are in place now in terms of common expectations?
- What collaborative processes need to be in place?

4. Lunch**5. Large group reconvenes to continue Discussion Sets*****Discussion Set 3: Student Engagement*** (45 minutes)

- How do we engage all students in their own learning?
- What specific strategies are we currently using that are working?
- What strategies could we add to our repertoire?

Discussion Set 4: Interventions and Enrichment (45 minutes)

- How do we respond when a student struggles with learning?
- What systems (both recommended and required) are in place for struggling students?
- What do we have in place for a student who has met expectations and is ready for enrichment?
- What systems (both recommended and required) are in place for enrichment?

6. Break**7. Large group reconvenes for final Discussion Set*****Discussion Set 5: Wrap-up*** (45 minutes)

- Review what we have identified as future needs.
- Have we missed anything today (parked issues)?
- What can we give up to make time to work on these areas?
- What were the themes that emerged today?

8. Next steps (15 minutes)

- Set next meeting or action.
- Think-pair-share: What is your take-away from today's session?
- Professional development evaluation [Tool 52]

Thank you!