**Detailed Facilitation Notes for Agenda**

**Guiding Coalition Meeting: Leading as Optimizers and Affirmers to Build**

**Collective Efficacy**

**Agenda Item 1: Review Norms and Assign Meeting Roles—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 2: Community Building—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 3: After Action Review—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 4: Leading as Optimizers—Facilitation Notes**

* Distribute Leading as Optimizers and Affirmers, or have members go to the pages listed in *School Leadership That Works* if they have copies of the book.
* Invite a discussion about these two Responsibilities, including examples and non-examples of what they might look like in a school.
* Distribute Explanatory Style and invite members to scan the examples of statements under each section. Brainstorm additional examples.
* Distribute Paradigms/Mental Models. Ask team members to search these terms on their phones or other devices. Ask the Recorder to chart some of the definitions that come up. Wordsmith a team definition and invite members to record it on their handouts.
* With the team, brainstorm additional examples of social and scientific paradigms/mental models that have changed.
* Invite a discussion about the question at the bottom of the handout.
* Distribute the various inspirational stories that you collected for the team and the Note Taking Guide. Invite members to read the stories silently, making notes for sharing out as they read.
* Share out in round-robin fashion, with team members who read the same story contributing together.
* After all have shared, ask the Recorder to chart common themes, using some or all the questions on the Note-Taking Guide.
* Distribute the Reflection handout. Invite members to take a few minutes to silently write their own thoughts in response to the prompts.
* It is not necessary to have members share about the first prompt, but extend the invitation in case anyone wishes to do so. Some members may see potential in using inspirational stories in a professional learning session with the staff. If so, have the Recorder chart these ideas from the second prompt and save them for the Professional Work Plan.

**Agenda Item 5: Team Planning—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

**Agenda Item 6: Tool Kit—Facilitation Notes**

* Team members can add today’s new tools to their Tool Kit lists.
  + Positive Explanatory Style
  + Our School’s Success Stories

**Agenda Item 7: Evaluate Norms—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

*Resist the temptation to skip this item!*