

E. SUCCESSFUL MEETINGS CARD SORT ACTIVITY

Open-Ended Version

Purpose: To foster collective efficacy through social cohesion. Individuals share beliefs and experiences related to professional learning that have been impactful. Team members gain a deeper understanding of how to structure collaborative processes that meet the needs of all team members. By considering these elements, the team increases its own clarity about collaborative work.

Materials Needed: 3 × 5 index cards

Suggested Time: 30 minutes

Facilitator Notes: This activity can be done in groups or with a whole staff. If working with a staff, determine how groups will be established prior to beginning the activity.

Step 1: Individual reflection (3 minutes)

Individuals independently generate concrete examples of experiences, strategies, and tools seen or used in successful meetings. Each idea is recorded on a 3 × 5 card. Write one idea per card legibly so others can read them. Names are optional.

Step 2: Sharing in home groups (12 minutes)

Each person shares and explains one or more of their index cards. Groups arrange cards into categories and determine labels for each. Prepare for a gallery walk by ensuring cards and labels are understandable to other groups.

Step 3: Gallery walk (5 minutes)

Groups move about the room to read others' displays. Take note of additional compelling ideas.

Step 4: Return to home groups (5 minutes)

Discuss ideas and connections made during the gallery walk. Participants can add thoughts to the group's collection. Identify ideas that are unnecessary or lower priority and remove these cards.

Step 5: Consolidate ideas (5 minutes)

Collaboratively determine the group's top three to five ideas for successful meetings and discuss how these ideas might be enacted.

Focused-Responses Version

Purpose: To foster collective efficacy through social cohesion. Individuals share impactful professional learning experiences, core values, optimal learning conditions, and three wishes for the school. By focusing on these elements, teams increase their own clarity about collaborative work.

Materials Needed: 3 × 5 index cards

Suggested Time: 30 minutes

Facilitator Notes: This activity can be done in groups or with a whole staff. If working with a staff, determine how groups will be established prior to beginning the activity.

Step 1: Individual reflection (3 minutes)

Individuals independently respond to the prompts on the next page. Each idea is recorded on a 3 × 5 card. Write one idea per card legibly so others can read them. Names are optional.

Step 2: Sharing in home groups (12 minutes)

Each person shares and explains one or more of their index cards. Groups arrange cards into categories and determine labels for each. Prepare for a gallery walk by ensuring cards and labels are understandable to other groups.

Step 3: Gallery walk (5 minutes)

Groups move about the room to read others' displays. Take note of additional compelling ideas.

Step 4: Return to home groups (5 minutes)

Discuss ideas and connections made during the gallery walk. Participants can add thoughts to the group's collection. Identify ideas that are unnecessary or lower priority and remove these cards.

Step 5: Consolidate ideas (5 minutes)

Collaboratively determine the group's top three to five ideas for successful meetings and discuss how these ideas might be enacted.

BEST EXPERIENCES	CORE VALUES	OPTIMAL CONDITIONS	THREE WISHES
<p>Describe your best professional learning experience. When did you feel most alive and engaged? What made it so exciting? Who was there? Describe the experience in detail.</p>	<p>Explain what you value most deeply—things about yourself, your relationships, and your work.</p>	<p>What are the key ingredients, both internal and external, that enable you to be at your best and to find enjoyment and satisfaction in your work?</p>	<p>If you were granted three wishes for this school and students, what would they be?</p>