

Team-Building Protocol Worksheet

This worksheet is one way to evaluate your team's effectiveness. We encourage collaborative teams to engage in routine self-reflection regarding their effectiveness, productivity, results, and adherence to team norms. During the first few months of team meetings, we advise members to begin and end every meeting with a review of their norms and to monitor and adjust personal behaviors to increase the team's effectiveness. High-performing teams in PLCs at Work also engage in a more formal assessment at least twice each year as a way to ensure high levels of team learning and continuous improvement.

School Year: _____ **Team Name:** _____

Team Leader: _____

Team Members: _____

Part 1: Organization Details

Address the following about organization details.

- **Meeting frequency:** When and where will we meet for our team meetings each week or month?
- **Extra meetings:** When and where will we meet for additional meetings and how often?
- **Vision for student achievement:** What are our student-achievement goals for the current school year based on our vision for instruction and assessment? (Complete the SMART goal template from figure 2.12, page 40.)
- **Team strengths:** List the strengths each team member brings to our team.
- **Team collective agreements:** What are our team's collective commitments? What are our team norms to support effective collaboration?
- **Feedback on our collaborative team actions:** Discuss our expectations for feedback and appreciation. How do we envision the team functioning throughout the year?
- **Conflict:** State a procedure we will use when discussing conflicts that will naturally occur throughout the year.

Part 2: Essential High-Quality Protocols and Effective Monitoring

Address the following about high-quality protocols and effective monitoring.

- **Common guaranteed and viable curriculum:** Describe our team's work around the essential learning standards and the content and the processes that we expect all students to know and be able to do. Name the person or people on our team responsible for ensuring all team members are implementing the curriculum with fidelity.
- **Common assessments and scoring:** Describe our team's work around the responsibility for and implementation of a high-quality system for our common assessments. Name the person or persons on our team responsible for test implementation throughout the year.
- **Common independent practice (homework) assignments:** Describe our team's work around the responsibility for and implementation of a high-quality system for common independent practice. Name the person or people on our team responsible for homework implementation throughout the year.
- **Common higher-level-cognitive-demand tasks:** Describe our team's work around the responsibility for and implementation of a high-quality system for using common in-class high-cognitive-demand tasks for each unit. Name the person or persons on our team responsible for task implementation throughout the year.
- **Common feedback (scoring response) and unit reflection:** Describe our team's work around the responsibility for and implementation of a high-quality system for our common response to student learning at the end of each unit. Name the person or persons on our team responsible for our end-of-unit response.