Tool for Self-Assessing Collaborative Practices

Overview

This tool is designed as a self-assessment that PLCs can use to promote reflective conversations about what they can do to become even more productive and efficient.

| Consider past practices in your PLC.  In general, how frequently  does your PLC effectively do  the following? | Always | Often | Sometimes | Rarely | Never |
| --- | --- | --- | --- | --- | --- |
| Pre-establish an **agenda** in advance of the PLC meeting |  |  |  |  |  |
| Prepare necessary **materials** in advance |  |  |  |  |  |
| Establish **roles** and review **norms** at the beginning of the conversation |  |  |  |  |  |
| Clarify the **objective(s)** of the conversation at the outset |  |  |  |  |  |
| Use organized **processes** or **protocols** to structure conversations and analyses |  |  |  |  |  |
| Identify and share examples of **effective practices** during conversations |  |  |  |  |  |
| Use **standards** to frame and drive conversations and analyses |  |  |  |  |  |
| Provide thoughtful **feedback** about professional practices |  |  |  |  |  |
| **Reflect** on the process and what  was learned |  |  |  |  |  |
| Set an **agenda** for the next meeting before adjourning |  |  |  |  |  |
| Leave you a better teacher after **every meeting** than when you walked in |  |  |  |  |  |
| Have a **positive impact** on student learning |  |  |  |  |  |
| Give you a sense of **shared responsibility** for the success of  the PLC |  |  |  |  |  |