

## Suggested steps to effective collaboration

Step	What have we already done?	What do we need to do?	Who can help?
1. Form a leadership team			
2. Determine the focus of work			
3. Provide structures for collaboration			
4. Share the message with faculty			
5. Equip teacher leaders with facilitation skills			
6. Provide tools for collaboration			
7. Celebrate			

## Suggested steps to effective collaboration

Form a guiding coalition: consider these quadrants when choosing members of your leadership team

<p><b>Position power</b>—Are enough key players on board so that those left out cannot easily block progress? While a high school principal might not want to include every department chairperson, involving none of the department chairs in the guiding coalition makes it easy for them to coalesce against the group and thwart its every move.</p>	<p><b>Expertise</b>—Are various, relevant points of view (in terms of discipline, work experience, gender, ethnicity) adequately represented so that informed, intelligent decisions will be made? Beyond representing the faculty demographically, it is important for the guiding coalition to include those who ask challenging questions and think independently. This helps to ensure that others regard the recommendations of the guiding coalition as having been thoroughly questioned and debated.</p>
<p><b>Credibility</b>—Does the group have enough people with good reputations in the school so that its pronouncements will be taken seriously by other staff? In most schools, there are “E.F. Hutton” teachers—when they do choose to speak up, everyone listens. While this kind of teacher often eschews “committee” work, they are essential to a guiding coalition if it is to be taken seriously.</p>	<p><b>Leadership</b>—Does the group include enough proven leaders to be able to drive the change process? Often, leadership teams are full of managers, people who can organize and prioritize the work but are not able to get others to follow them in what they have created.</p>

Source: <http://www.allthingsplc.info/blog/view/188/who-is-steering-your-schools-bus>

Collaborative teams in PLC schools use the four critical questions of learning to drive their collective inquiry and action research:

1. What do we want students to learn? (**essential standards**)
2. How will we know if they have learned? (**team-developed common assessments**)
3. What will we do if they don't learn? (**systematic interventions**)
4. What will we do if they already know it? (**extended learning**)

Source: <http://www.allthingsplc.info/blog/view/305/learning-in-a-plc-student-by-student-target-by-target>