

TEAM TOOL 6.6

## Planning and Support Conference Protocol

**PURPOSE**

As team members share their plans for initiating a Reading Apprenticeship classroom, tentative ideas may change, new ideas may be suggested, and a clearer sense of the interaction of goals and activities may emerge.

**PROTOCOL FOR TRIOS: TWENTY-SIX MINUTES**

**ROUND 1: DRAFT: FIVE MINUTES TOTAL PER TRIO MEMBER (FIFTEEN MINUTES)**

1. As a presenter, share your plan: Three minutes
  - Overview of your plan, including the flow, goals, routines, and texts
  - One thing in your plan you are proud of
  - A question you have
2. As a listener, take notes on the following:
  - Good ideas to borrow
  - Questions that will help extend thinking about the plan

	Ideas to Borrow	Questions
<b>Texts</b>		
<b>Knowledge-Building</b>		
<b>Social and Personal</b>		
<b>Metacognitive Conversation</b>		
<b>Cognitive</b>		
<b>Formative Assessment</b>		

3. Each of you make two comments of one minute each when offering feedback:
  - An affirmation or good idea to borrow
  - A question to help extend thinking and further revision

**REVISE PLAN: FIVE MINUTES**

4. Revise your plan based on thinking that emerged from your partnership.

**ROUND 2: REVISION: TWO MINUTES PER TRIO MEMBER**

5. As the presenter, describe what you revised and why.