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

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.