



This guide assists Facilitators in making decisions about how to facilitate successful Priority and Practice Planning. In order to achieve the desired outcomes, think through what you know about your teams’ readiness, interests, and preferences.

## Priorities Desired Outcomes

- Increased understanding of stage-based action planning
- Determination of stage of implementation related to each identified practice
- Documentation of specific actions that will move implementation forward for each priority and practice
- Ability to anticipate and improve effectiveness of implementation work

## Prompts for Priorities Planning

What We Do		Thinking It Through	Planning It Out
<b>Prepare the Team</b> <ul style="list-style-type: none"> <li>• Participants invited</li> <li>• TA Practice in 60 video emailed</li> <li>• Information provided in advance</li> </ul>		<ul style="list-style-type: none"> <li>• How can we ensure participants coming are prepared to engage in the process?</li> </ul>	
<b>Set the Stage</b> <ul style="list-style-type: none"> <li>• Provide overview of process</li> <li>• Establish norms and roles</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize standing processes as much as possible.</li> <li>• Consider formats that the team would prefer: (e.g., facilitate with a live google document, utilize the ppt for this practice, use chart paper).</li> </ul>	<ul style="list-style-type: none"> <li>• Does the team already have standing norms and roles?</li> <li>• What format for facilitation will work best with this team?</li> </ul>	
<b>Identify Entry Point for Planning</b> <ul style="list-style-type: none"> <li>• 8 Prompts</li> </ul>		<ul style="list-style-type: none"> <li>• Do you have examples in mind if the team is having a difficult time answering the prompt?</li> <li>• How will you communicate the iterative, overlapping nature of stage- based planning while supporting the team to identify their entry point?</li> </ul>	
<b>Develop Stage-Based Plan</b> <ul style="list-style-type: none"> <li>• Overview of stages</li> <li>• Discussion prompts for planning</li> <li>• Confirmation of who, what and when of the action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Teams may “plan ahead” as part of natural processing. Capture thoughts where they fit on the form and indicate ideas vs. those that are action items.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on what you know of this Team, think of strengths that you may draw upon that will assist with their planning?</li> <li>• Based on what you heard as potential opportunities and see in their vision statements, are there connections you want to remember that may assist with their planning?</li> </ul>	
<b>Wrap-Up &amp; Follow-Up</b> <ul style="list-style-type: none"> <li>• Prepare team for Resource Mapping &amp; Matching process</li> <li>• Establish date</li> </ul>		<ul style="list-style-type: none"> <li>• What is the knowledge of the team regarding the Resource Mapping &amp; Matching process?</li> <li>• Does it seem plausible that you might want to be prepared to facilitate the RMM process at the school level?</li> <li>• How does this team process meetings?</li> </ul>	