SWiFT Playbook

Facilitating Design

This guide assists Facilitators in making decisions about how to facilitate a successful Design process. In order to achieve the desired outcomes, think through what you know about your teams' readiness, interests, and preferences.

Design Desired Outcomes

- An open, thorough discussion among stakeholders to identify bold, future-oriented statements and conditions to support them.

- Naming who is affected by the statements, such as students, teachers, administrators, families, and/or other stakeholders.

- A collection of jointly created and agreed upon statements describing desired end results of fully implementing SWIFT Domains and Features.

- Commitment from stakeholders to support implementation efforts that move the organization toward these statements.

- A strong understanding of the Design practice and how the vision statement is used as a living document to guide transformation.

Prompts for Visioning

What We Do		Thinking It Through	Planning It Out
Prepare the Team · Participants invited · TA Practice in 60 video emailed · Information provided in advance	When the team determines who will be involved, consider comprehensiveness, balanced representation, and political or content credibility to inform other stakeholders.	· How can we ensure participants coming are prepared to engage in the process?	
Set the Stage · Provide overview of process · Establish norms and roles · Agree on plan for developing, engaging, dialogue and adopting	· Utilize standing processes as much as possible. · Consider formats that the team would prefer: (e.g., provide options for engagement, start with existing vision statement). · Be prepared to facilitate preferences for who is involved and in what capacity for each phase. · If the team determines they will use a phased process for Design, plan accordingly for dialoguing and agreement.	· Does the team already have standing norms and roles? · What format for facilitation will work best with this team? · Has the team determined their plan for when and how others will be involved? Use their phased plan when planning in other sections below.	

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Prompts for Data Snapshots Planning

What We Do		Thinking It Through	Planning It Out
Develop Statements · Statements represent hopes and dreams · Statements describe context, systems, and structures that support hopes and dreams	· Begin with the end in mind. "At the end of the design and agreement process, our school will have a shared understanding and agree to a set of statements describing our ideal school." · Consider options for the process – visual representation of the design for the future prior to moving to written statements, consensus at the word level before moving to a statement level, etc. · Remind teams to consider students, teachers and staff, administrators, families, ideal conditions, and future orientations.	· What prompts make the most sense to open up the process with this team? · What process makes the most sense for engagement (e.g., pairs, table groups, whole group)?	
Engage in Dialogue and Alignment · Prompt for clarification · Align with SWIFT Domains and Features framework · Poll for agreement	· When processing statements generated, consider "What is here? What is common among the statements? What's not here? What discrepancies do we see?…" **Levels of Agreement** 1. I enthusiastically agree. 2. I agree. 3. I have minor reservations. I will actively work to get my concerns addressed while supporting us to move ahead. (requires comment) 4. I have major reservations. I need specific concerns addressed in order to support moving forward. (requires comment) 5. I do not agree. I believe doing so will be detrimental to our school community (requires comment).	· What process will be used with group- generated statements or words? · What prompts will clarify statements? · Prepare to align statements with SWIFT framework and to facilitate statements in Domains and Features that were not part of the original brainstorm. · Prepare to acknowledge statements not appearing to align with SWIFT. · What process will be used when polling for agreement?	
Agreement · Determine voting process · Determine agreement process · Celebration · Revision · Formal consensus survey	· Consider having pairs/trios make initial placement of statements according to the levels of agreement. · At any point, statements can be moved down, but cannot be moved up (e.g., can be moved from #3 to #4, but not from a #4 to a #3. · Celebrations should be made for those statements in Levels 1-3. · When considering a revision process, teams can rework statements in light of comments made, or choose to shelf those statements.	· What voting process will be used? · What agreement process will be used? · What are your preferences for a revision process?	
Wrap-Up & Follow-Up · Capture written documentation of process · Set team meeting for vote review		· Do you want to capture the process in pictures? Provide a template to document the process along the way.	

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