
Planning and Support Conference Protocol

Team Tool 6.6 from *Leading for Literacy*

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

26 minutes

Round 1: Draft

5 minutes total per trio member (15 minutes)

1. As a presenter, share your plan: 3 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 below:
 - Good ideas to borrow
 - Questions that will help extend thinking about the plan

	Ideas to Borrow	Questions
Texts		
Knowledge Building		
Social & Personal		
Metacognitive Conversation		
Cognitive		
Formative Assessment		

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3. Each of you make two comments when offering feedback: 1 + 1 minutes

- An affirmation or good idea to borrow
- A question to help extend thinking and further revision

Revise Plan 5 minutes

4. Revise your plan based on thinking that emerged from partners' feedback and ideas.

Round 2: Revision 2 minutes per trio member

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