Innovation Session 2

Preparing for documentation

Facilitators Guide

Overview:

Thank you for facilitating your school’s second innovation session. You will need approximately 1 hour to conduct this session and the session may be conducted in person or online via Zoom. We suggest that you follow the innovation session protocols closely as this will help you to better engage in the full HP IDEA program. This innovation session will focus on reviewing documentation for insights related to a potential area of innovation and preparing to conduct stakeholder interviews to learn more the experience of others as it relates to your possible focus.

Objectives:

* Share and reflect on the documentation collected since your last study group meeting.
* Learn to engage in qualitative interviews, apply learning to planning an interview

Preparation:

Send a Zoom, TEAMS, or Google link to your team members and your HP IDEA mentor. Review the protocol and reach out to your HP IDEA mentor if you need support.

Before you begin your group session, elect (or voluntell!) a **note-taker** for today who will: (1) take notes on all small group conversations and debrief discussions; (2) upload digitized notes and documentation to Innovation Session 2 on www.schoolimprovementcoach.com

**Part 1 - Mining documentation for insights**

**20 minutes**

***Sharing and reflecting on your observation***

At your last study group session, you identified a possible area of focus and planned to learn more about this topic through collecting documentation or an artifact related to the topic. This might have included a reflection on a lesson, a recording of part of a lesson, notes from a conversation with a parent, student, or colleague, or even a personal reflection.

We will use a thinking routine from Project Zero’s *Artful Thinking* project to analyze an example of documentation called 10 x 2.

One group member should introduce a piece of documentation from their observation session, without providing context about what was observed or the insights gained from the observation. Then, other members of the study group can provide thoughts on the documentation.

**Thinking Routine—Looking: Ten Times Two**

* Look at the piece of documentation in front of you for at least 30 seconds.
* Individually, each group member should write down ten words or phrases about any aspect of the documentation product.
* Repeat steps 1 & 2: Look at the documentation again and try to add 10 more words or phrases to your list.

*Note: you should adapt this routine to whatever will fit the format of the documentation being shared; for example, if you are presenting audio documentation, change the above looking activity into a listening activity.*

Following this quiet reflection time, group members should share out their thoughts on the presented documentation. Then, the presenting teacher/administrator can give more context about the observation (who and what was observed, at what time, what activities came before and after the observation, etc.) and the insights that they gained from it. Lead a discussion on how these insights find resonance or discord with the lists of words and phrases just created using the thinking routine.

Repeat this same documentation sharing and discussion activity for as many pieces of documentation as time will allow.

Ask participants to provide 1 headline and 1 question based on this activity.

Please collect these headlines and questions and to upload to Innovation Session 2. Trust us, you will want them!

Review your initial topic from last week. Based on the headlines or questions, decide whether or not the topic should be tweaked or refined. Hint: Your topic or area of focus should become smaller and more specific over the next 3 weeks.

**Part 2: Preparing for and planning interviews**

**40 minutes**

Interviews are one way in which to learn more about your topic. Post your chart from week one to gather ideas for interview topics and follow the guidance on the CCI interviewing tool to plan your first interviews.

**Next steps**

1. Select a facilitator for week 3, if you have not done so already
2. Ensure that the team will be able to conduct interviews before the next meeting