

Tool 5d: Meeting Process Strategies

Purpose

Teams excel when they pay attention to task, process, and development. Paying attention to process by using meeting protocols or strategies helps teams to develop a shared understanding and take collective action. It ensures every voice is heard, that all points of view are valued, and when possible, consensus is reached. Inclusion and equity of voice is critical - facilitation should be collaborative. This tool is optional, but may help SBLTs host more effective meetings.

An important distinction for SBLTs is the intended outcome of each part of the meeting. Some meetings will focus on dialogue to come to an understanding, while others will focus on discussion to come to a decision.

When to Use

Use these strategies during meetings throughout the year. When organizing an SBLT meeting, think about how these strategies can fit into your activities.

How to Use

Consider collaborative school models, for example:

***Round Robin:** Present information for discussion. Go around the room with each person in the group responding to the issue. Record ideas generated during the discussion on chart paper/board/projector to remain visible throughout the meeting.*

***Brainstorming :** Define the subject. Give everyone 1-2 minutes to think. Invite members to share out. Record ideas on chart paper. Categorize ideas.*

***Last Word:** Present information. Have groups of 3-4 gather. Have the first person talk for 1-2 minutes to share their main idea, then proceed with the next person in the group sharing their reflection of what the first person shared. The first person shares the “last word” and shares their thoughts after hearing the input of all others. Proceed until all members have had a turn to share first and get the “last word.”*

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
None	<i>Use of this tool is optional</i>