The NEW team habits
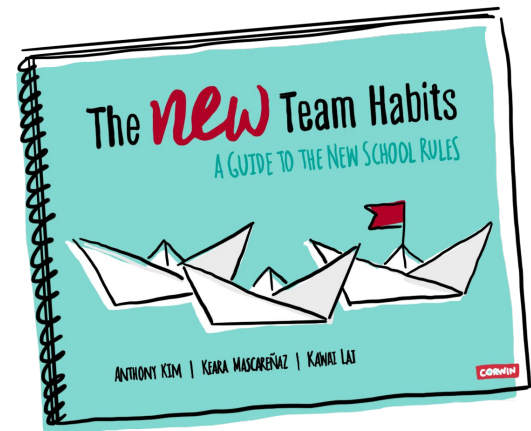
Responsive Leadership and Team Habits for Return to School

Virtual Leadership Institute
September 14-15, 2020

The NEW Team Habits
A Guide to the New School Rules

Anthony Kim | Keara Mascareñaz | Kawai Lai

CORWIN

Introduction

Shelby
@shelby_McIntsh

Kristen
@Kristen4E

Justin
@JustinEToomer

Natalie
@NatalieWoodsEE

Jason
@jasonrbroussard

NAME
ROLE + DISTRICT
I BELIEVE IN THE POWER OF _____

Chat

Put it in the chat!

Objectives + Agenda

1 Learn how to make a plan to **shift your team habits** in learning, meetings, and projects and build a network of NTH Leaders and scale responsive leadership across your district

2 Understand the difference between habits and goals, the 5-step framework for building team habits and how your team can **work together to drive sustainable change**

3 Identify how to leverage these best practices in collaboration to **build team culture** in a virtual (or hybrid) context

4 Discuss how responsive teams can **use data for ongoing continuous improvement**

The *new* Team Habits

Responsive Leadership and Team Habits for Return to School

Virtual Leadership Institute | September 14-15, 2020

Day 1: September 14

9:00-9:15	Opening Objectives + Agenda + Slides Connection Before Content
9:15-10:00	Intro to "SEPAD" Habits vs Goals
10:00-10:20	Meeting Habit • Check in questions
10:20-11:00	Leadership Connection: Why this matters now • Breakout 1: Psychological Safety + Teams • Breakout 2: Trauma-Informed Leadership
11:00-1:00	Break - Enjoy lunch and do what you need!
1:00-1:10	Connection Before Content
1:10-2:00	Learning Habit
2:00-2:45	Leadership Connection: Team Retrospectives • Breakout 1: Reflect on Mistakes • Breakout 2: Reflect on Return
2:45-3:00	Closing + Feedback: Rose, Bud Thorn

Connection Before Content: Are you more Like...
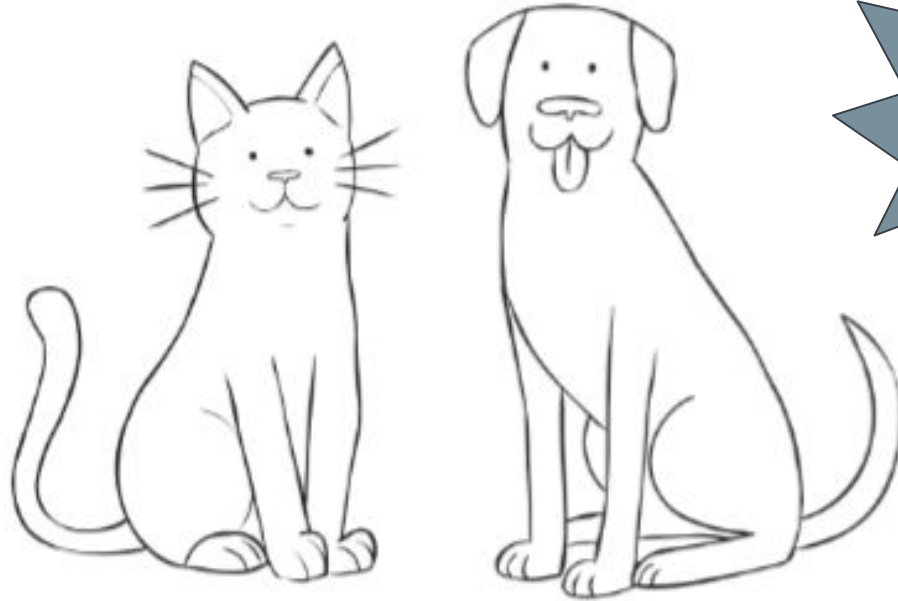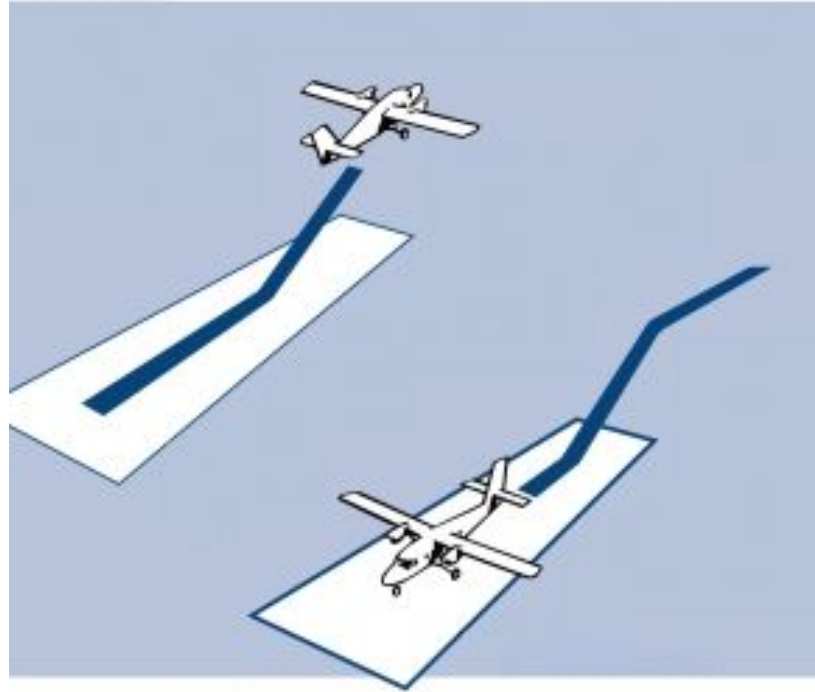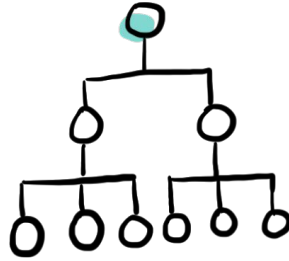

You'll need paper + a pen
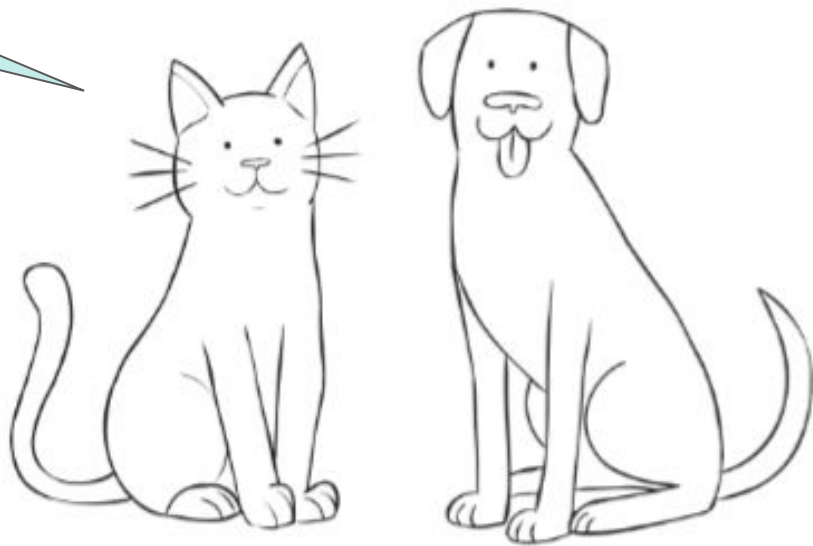
How we show up as individuals impacts our collective culture + learning

ORG DESIGN REFLECTS YOUR CULTURE
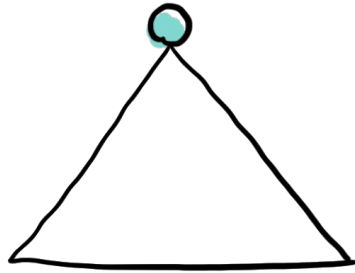
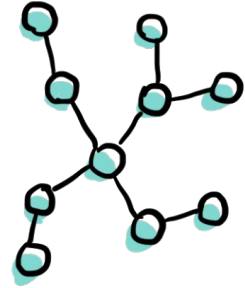monarchical   hierarchical   functional   responsive
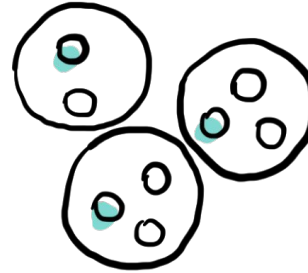
If we want to change culture we start with teams

If we want to change teams we start with habits

We'll Use Team Habits to...

1 Create consistent practices across groups for faster learning + sharing

2 Include the right voices in the change vs relying on a single person

3 Recognize, Celebrate, & amplify successful team practices & structures

Habits vs Goals

| DESIRE	GOAL	HABIT
I want to do a triathlon.	Finish the South Beach Tri - April '19.	Commit to 45 minutes of swim practice 3x/week.
I want to be more present during the work day.	Get 7-8 hours of sleep each night.	Commit to no technology 45 mins before bed.
I want to be a dj.	Secure the Friday night slot.	Commit to 3 months of Wednesday nights 10pm-2am.

HABITS HELP US:

- Overshoot our goals.

- Break down goals into bite-sized actions.

- Change our identities once established.

- Improve over time (Aggregation of marginal gains).

Adapted from Farnam Street Blog: https://fs.blog/2017/06/habits-vs-goals/
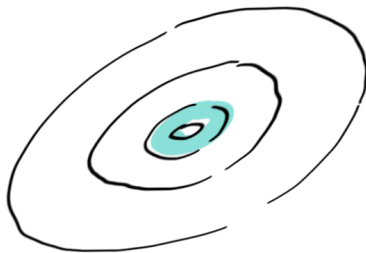
IN THE CHAT:

What do you notice about how HABITS are different than SETTING GOALS?
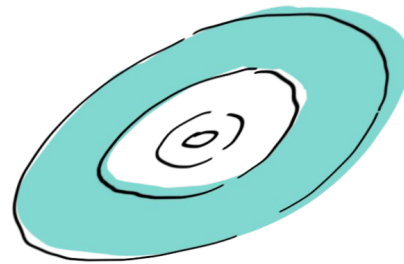
Small Habits Connect To A Larger Purpose
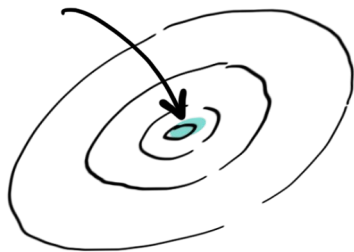
SMALL HABIT   TINY RIPPLE EFFECT   BIG RIPPLE EFFECT
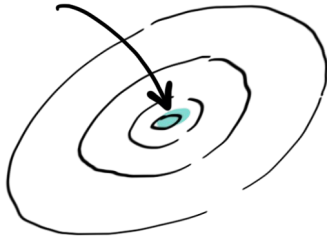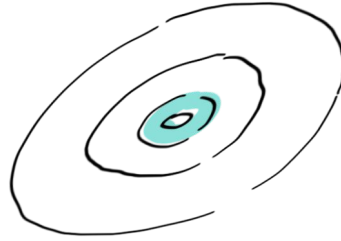
Small Habits Connect To A Larger Purpose

HABIT

45 mins of swim practice 3x/week

TINY RIPPLE

To actually learn how to swim
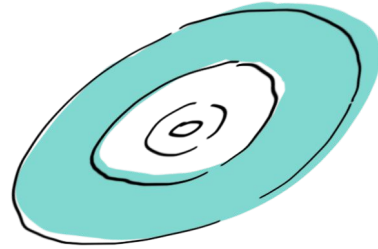
BIG RIPPLE

so that i can complete the south beach tri

Small Habits Connect To A Larger Purpose
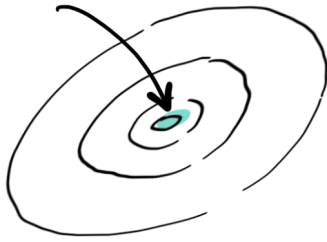
HABIT

No technology 45 mins before bed
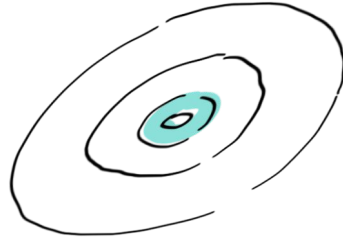
TINY RIPPLE

To wind down w/ less stimuli
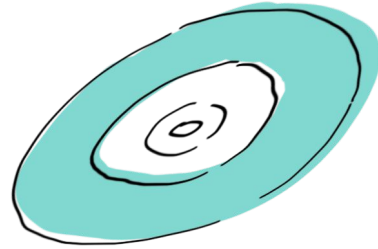
BIG RIPPLE

So I can get 7-8 hours of sleep each night

Small Habits Connect To A Larger Purpose
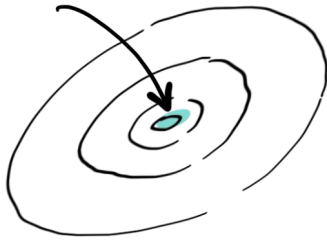
HABIT

DJ wednesday
nights
10pm-2am
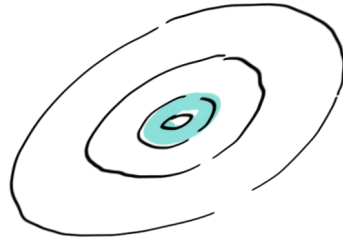
TINY RIPPLE

To develop an
identity and
fanbase
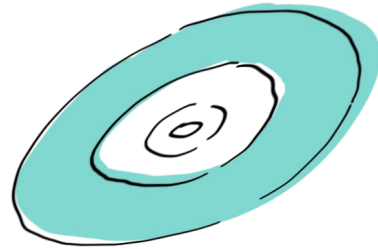
BIG RIPPLE

so that i can secure the
Friday night slot

How We'll Learn Today: The SEPAD Method
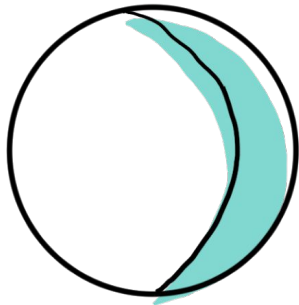
SPARK
Inspiration to illustrate why the habit needs to change
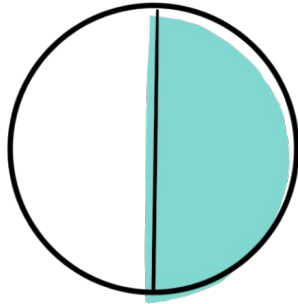
EXPAND
Resource or tool to build understanding of the habit
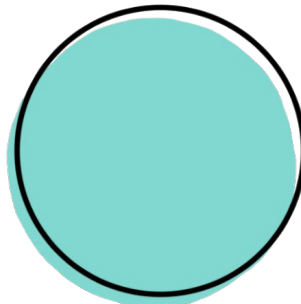
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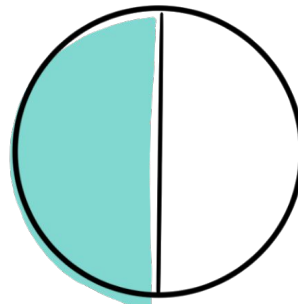
APPLY
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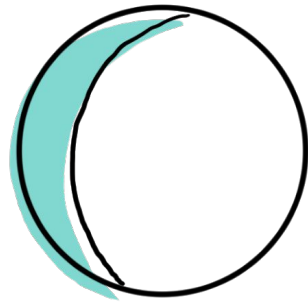
DEBRIEF
Reflection on trying the habit + future iterations
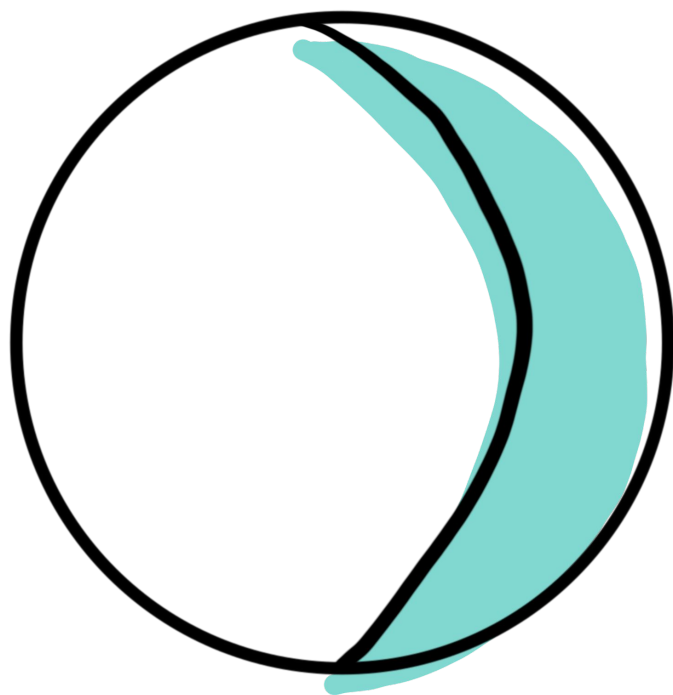
SPARK

Who Resonates with You? (put your answer in the chat)

04-15-20 | SECRETS OF THE MOST PRODUCTIVE PEOPLE

I'll be right back. How to protect your energy during Zoom meetings

With incessant videoconferencing, the opportunity to recharge and rest your eyes between meetings is increasingly important.

Searches for "zoom fatigue"

Jan 12, 2020 — May...
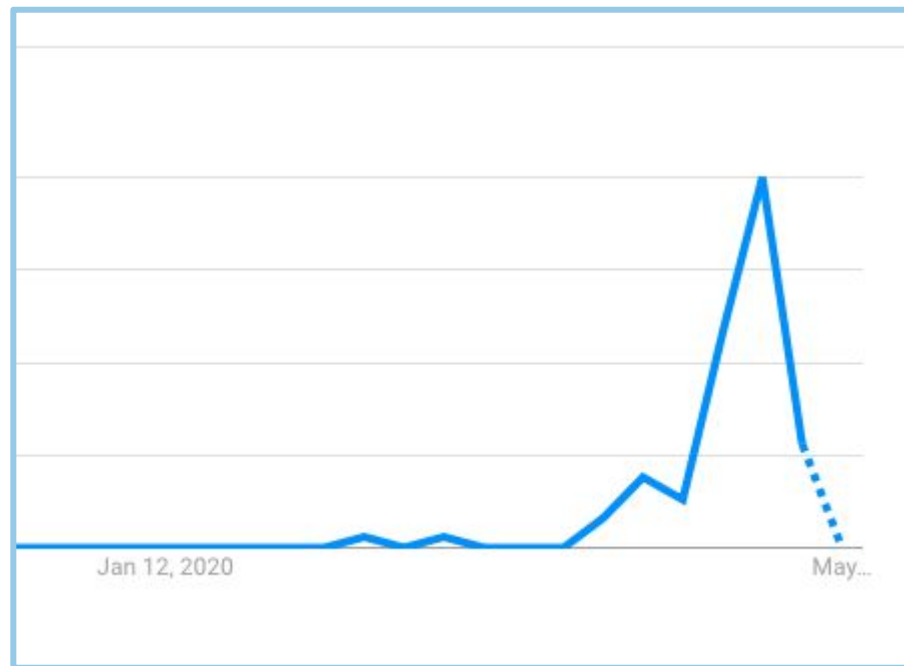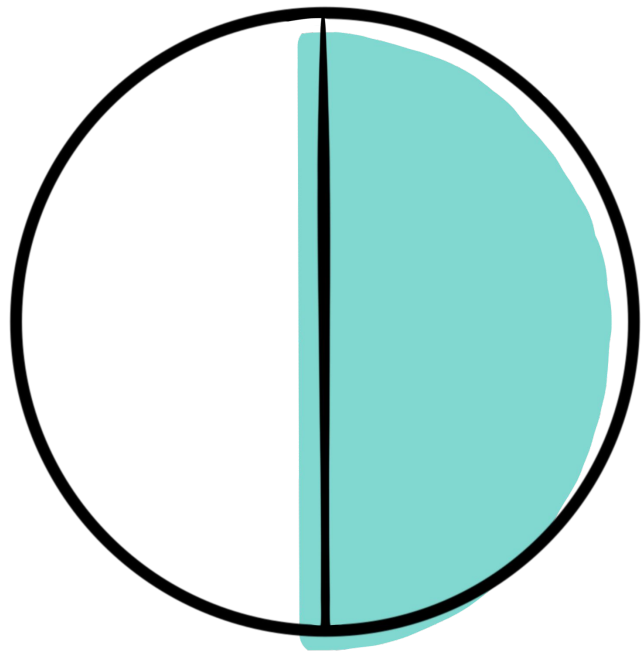
EXPAND

2 full days every week

Cost of meeting usually starts at $1K

Harvard Business Review

Meeting Cost

$1,932

60 min, 40 👤

→ Duration

1hr ⌄

→ Total Attendees

40 ⌄

→ Estimate salary for **PERSON 29**

◄ Lower   Higher ►

$140K	$150K	$175K	$200K

Send 1-3 emails for every 30 min

"Endless meetings with endless discussion"

HBR TOOLS
BETTER MEETINGS

Harvard Business Review

65% keep me from completing my work

71% are unproductive + inefficient

64% come at expense of deep thinking

62% missed chances to bring team closer

What if meetings were powerful moments instead of wasted hours?

What's one new learning you want to share?

@edelements #newteamhabits

Tag us:
@shelby_McIntsh
@Kristen4E

@JustinEToomer
@NatalieWoodsEE
@jasonrbroussard

CHECK-INS

Examples of Check-ins

Now	Fun	Deep
1. How are you feeling coming into this meeting? 2. What is occupying your mind? 3. How do you feel on a scale of 1-5? 4. What color represents how you feel right now? 5. What's the best thing that's happened to you today?	1. What is your spirit animal? 2. What has been your weirdest job? 3. What was your favorite band ten years ago? 4. What food or drink reminds you of home? 5. What is your nickname?	1. What is something you came across recently that gave you hope or inspiration? 2. What's become apparent since we last met? 3. What are you seeking to learn and contribute today? 4. What are you willing to set aside to be present? 5. What brings you joy?

HABIT

We lead
check ins
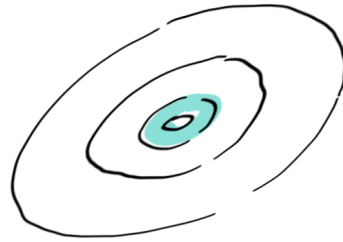
TINY RIPPLE

To increase
presence
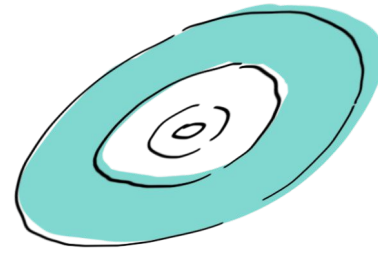
BIG RIPPLE

SO THAT OUR TEAM HAS MORE ENGAGEMENT
AND EQUAL TALK TIME IN MEETINGS

#1: The Meeting Habit

IN THE CHAT:

What other ripples can leading check-ins have?
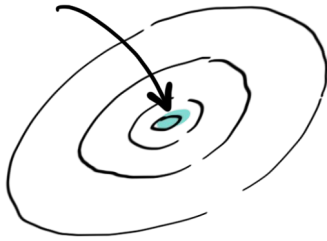
HABIT

We lead
check-ins

TINY RIPPLE

To...
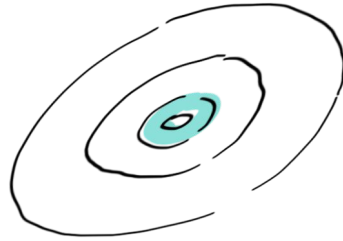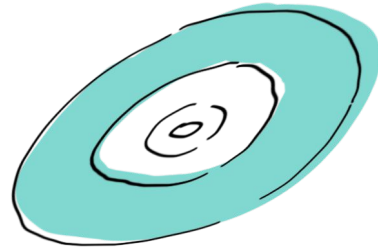
BIG RIPPLE

So that...

ENSURE ALL VOICES ARE HEARD

BUILD SELF-AWARENESS

ALLOW US TO BE MORE HUMAN

DEEPEN CONNECTIONS

INCREASE BELONGING

PRACTICE

Intentional use of check-ins in an online environment

In the chat: Identify a challenge your team has felt in the shift to virtual meetings?

	Time	Space	Routines	Communication	Accountability
In-person	Staff manages + maintains consistent, predictable schedule	Clearly defined meeting space, managed + structured by facilitator	Managed by the individual, vary in structure, are implemented privately	Face-to-face as primary mode of communication, digital tools used to fill gaps	Facilitator monitors clarity of messaging + progress towards next steps
Online	Schedule differs by staff member, inconsistently maintained	Digital meeting space, managed by facilitator + structured by constraints	Managed by the group, consistent structure, implemented publicly	Digital communication as primary mode, human touch used to fill gaps	Staff own the creation + follow through of next steps, facilitator supports progress

Time - Asynchronous Check-Ins

What is one strategy you look forward to trying in the next two weeks?

How do you plan to use the strategy?

Powered by:
videoask
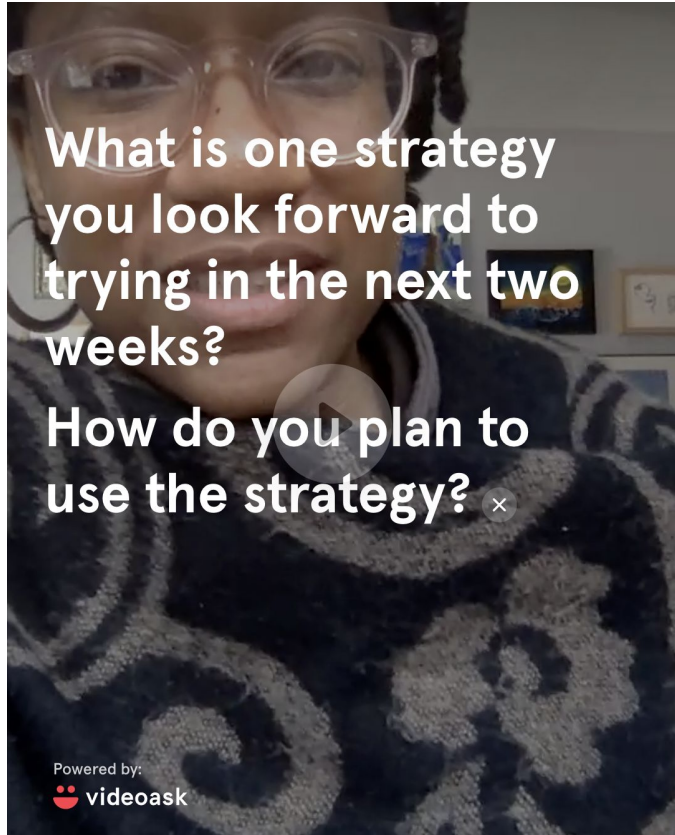
Check-in that involves staff engaging with, sharing, and learning through resources and materials provided by the facilitator and completed independently.

Example: Videoask

How would you like to answer?

VIDEO

TEXT
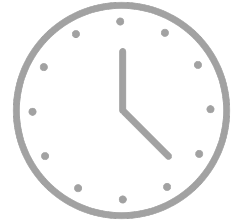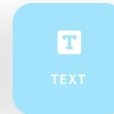
Schedule differs by staff member, inconsistently maintained

Space - Live (Synchronous) Check-Ins

Now	Fun	Deep
1. How are you feeling coming into this meeting? 2. What is occupying your mind? 3. How do you feel on a scale of 1-5? 4. What color represents how you feel right now? 5. What's the best thing that's happened to you today?	1. What is your spirit animal? 2. What has been your weirdest job? 3. What was your favorite band ten years ago? 4. What food or drink reminds you of home? 5. What is your nickname?	1. What is something you came across recently that gave you hope or inspiration? 2. What's become apparent since we last met? 3. What are you seeking to learn and contribute today? 4. What are you willing to set aside to be present? 5. What brings you joy?

Digital meeting space, managed by facilitator + structured by constraints

Routines - Pulse Check Check-Ins

How are ya fEEling?

* Required

We think folks might be generally fall into these three buckets of feelings and would love to learn about your current state, knowing it can change, so that we can provide support across the company. And we'd love to hear about any other feelings- please share below! *

☐ I'm mostly feeling okay- making some adjustments but generally have a sense of where to spend my time and how to work

☐ I'm feeling pretty confused about what to prioritize and how to spend my time and would love some guidance

☐ I'm feeling pretty overwhelmed personally and/or professionally and would love some individual support

☐ Other: _____

What else should we know about how you're feeling or what you need from EE at this time?

Your answer

Your name (if you're willing to share or if you want follow up)

Your answer

Submit

Invest time in checking in at the beginning/end of each week

Managed by the group, consistent structure, implemented publicly

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
🟢 Jason / Kelly Check-in

Monday, March 23 · 9:45 – 10:30am

🎥 Join Zoom Meeting

📍 https://edelements.zoom.us/j/5714943177

👥 2 guests
2 yes

Kelly Freiheit
Organizer

Jason Broussard

Purpose:
- Check-in to see how you are feeling
- Review calendar for this week and prioritize work
- Anything else?

🟢 JRB:BL:KF Check-in

Monday, March 30 · 12:30 – 1:00pm

🎥 Join Zoom Meeting

📍 https://edelements.zoom.us/j/5714943177

👥 3 guests
3 yes

Kelly Freiheit
Organizer

Elizabeth Lambert

Jason Broussard

Purpose:
- How are you doing coming into the week
- Celebrate our "wins" from last week
- Check-in on priorities for the week

Communication - Joyous Check-Ins

Last Friday: Neon Day!

COVID-19 Updates

Updates that impact our work

- School closures
- State updates
- Travel impacts
- Company-wide updates

COVID-19 Resources

Resources that could be helpful

- Sample school schedules
- District websites
- Ideas for fun
- Free workout classes

Purvi Patel

Digital communication as primary mode, human touch used to fill gaps

Accountability - Rotate roles for potluck Check-Ins

DI Meeting Schedule
Core Value Alignment Ideas

Date	Core Value	Owner	Facilitator:	Notetaker:
April 17, 2020	Never Stop Learning			
April 24, 2020	Invest in Eachother			
May 1, 2020	Innovate and Iterate			
May 8, 2020	Celebrate Success			
May 15, 2020	Bring Joy to your Work			
May 22, 2020	Never Stop Learning			
May 29, 2020	Invest in Eachother			

Staff own the creation + follow through of next steps, facilitator supports progress
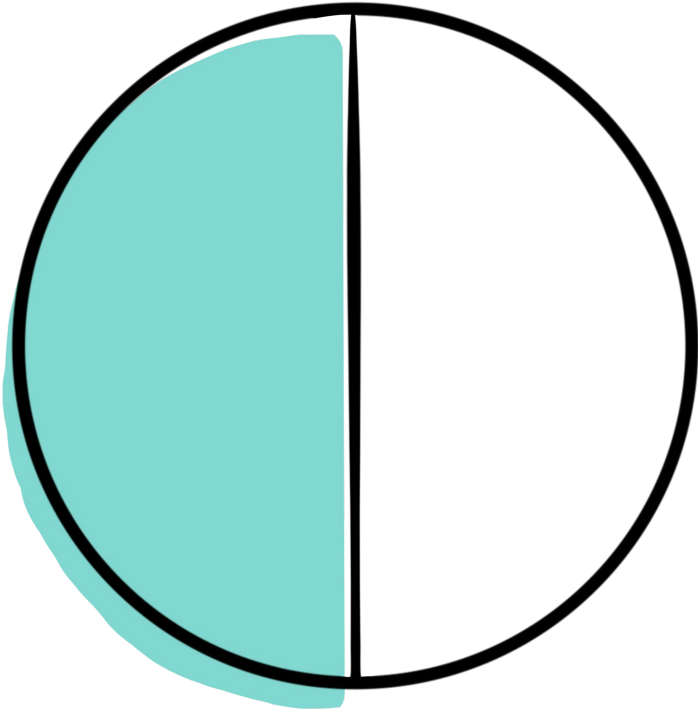
Draw your ripple!
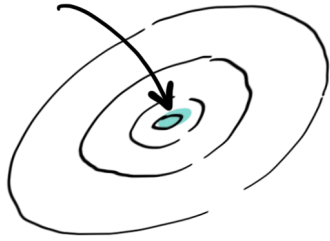
HABIT
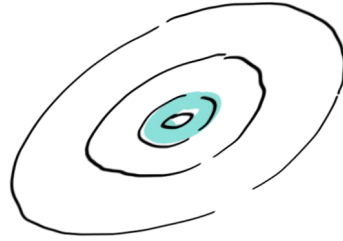
TINY RIPPLE
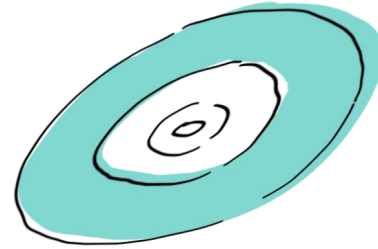
BIG RIPPLE

WE'LL START BY LEADING A ___ CHECK IN

So we need to ___

Our goal is to ___

- Asynchronous
- Live
- Pulse Check
- Joyous
- Potluck

- Increase trust
- Create a more positive culture
- Increase belonging
- Increase engagement
- Have more equal talk time
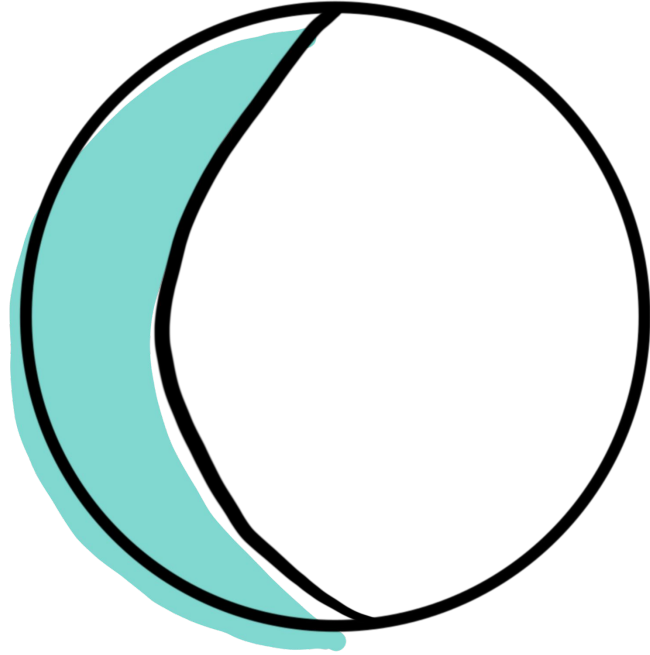
COMMIT TO REFLECT

Add time on your calendar in the next 2-3 weeks to reflect on how it went to lead check ins

You might set up time to reflect alone, meet with a teammate, or reach out to someone from this institute
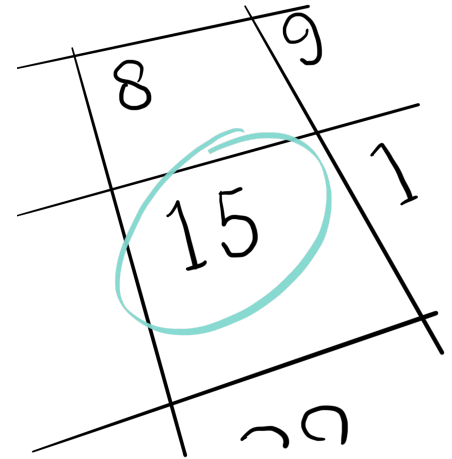
Leadership Connection: Why This Matters Now

1 Breakout #1:

Psychological Safety + Teams

Learn the what, why and how to build psychological safety across your teams.

Materials: bit.ly/SafetyandTeams

Rename yourself on Zoom *1 - name*

2 Breakout #2:

Trauma-Informed Leadership

A discussion on meeting habits that borrow from key elements of trauma-informed leadership.

Materials: bit.ly/TraumaBreakout

Rename yourself on Zoom *2 - name*

Leadership Connection: Why This Matters Now

1 Breakout #1:

Psychological Safety + Teams

Materials: bit.ly/SafetyandTeams

Rename yourself on Zoom *1 - name*

2 Breakout #2:

Trauma-Informed Leadership

Materials: bit.ly/TraumaBreakout

Rename yourself on Zoom *2 - name*

Example:

1 - Natalie
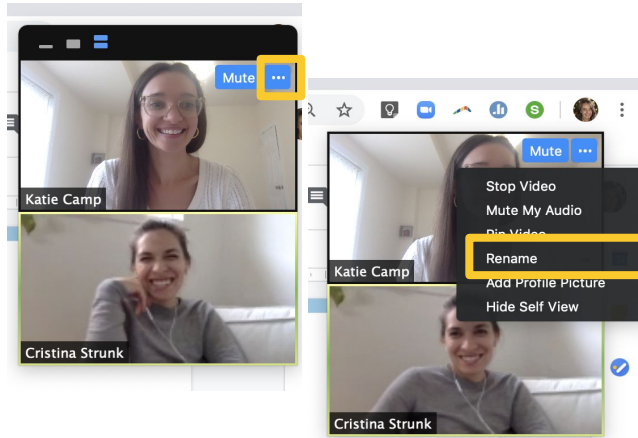
Example:

2 - Justin
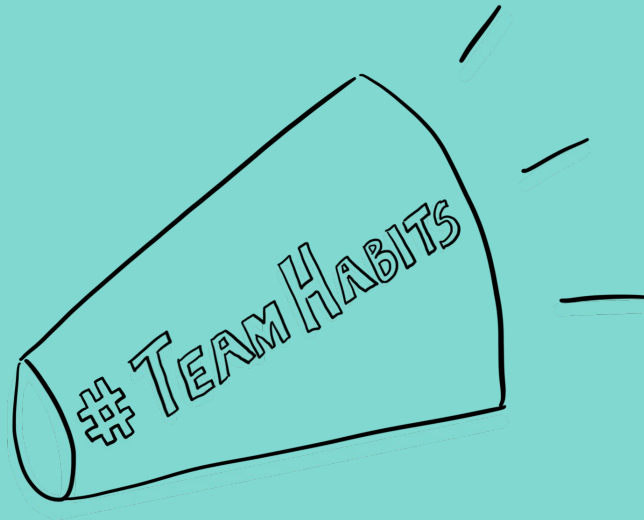
Break! See you at 1:00 pm

" Coming together is a beginning, staying together is progress, and working together is success. "

Henry Ford

Welcome Back!

Connection Before Content
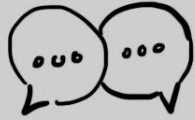
CAN'T TOUCH THIS

How We'll Learn Today: The SEPAD Method
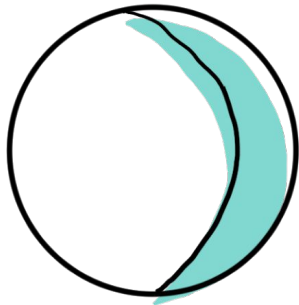
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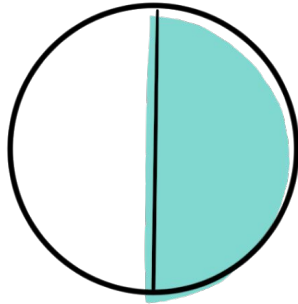
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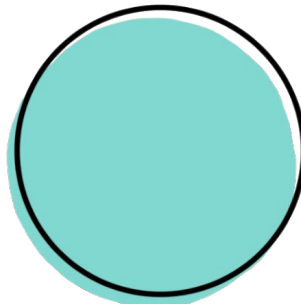
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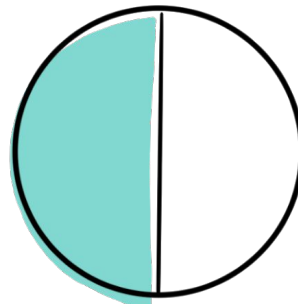
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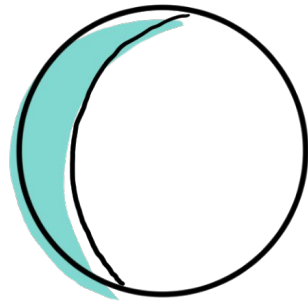
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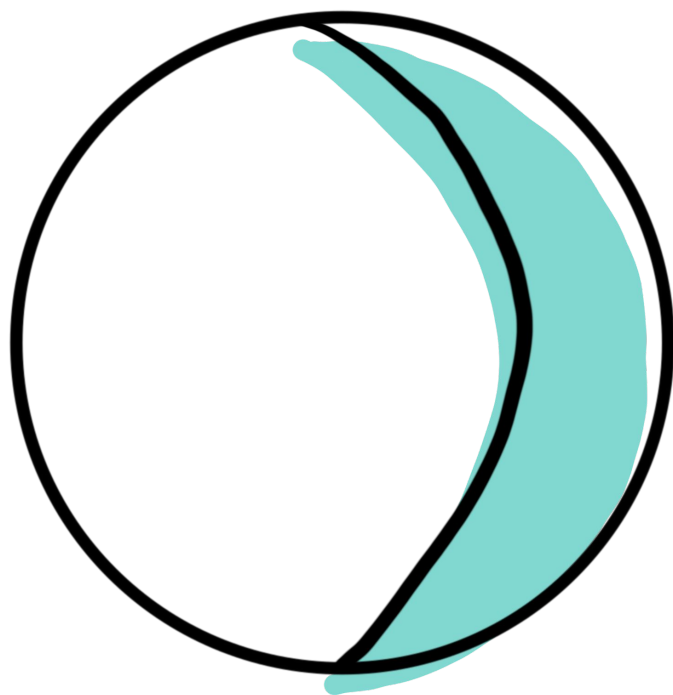
If the statement is true for you, "step into the circle (Chat)"

- Step into the circle if you have developed a "COVID" habit.
- Step into the circle if you consider yourself a "verbal" processor
- Step into the circle if you approach a challenge by prioritizing relationships over tasks + outcomes.
- Step into the circle if you have felt overwhelmed with leading your team during this time.
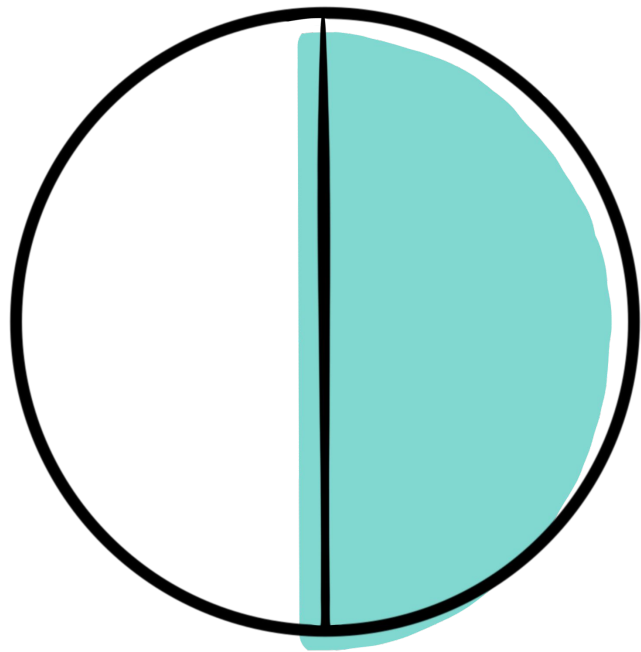
From the new team habits
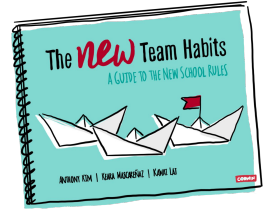
"For responsive teams, *learning is the engine* that drives progress, effectiveness, and innovation. In education we use the word learning dozens of times a day, but don't often pause to think about *what it takes to support people, especially our adult staff, as learners.*

For us, learning is intricately linked with *curiosity, questions, mistakes, feedback, reflection, and sharing.* The learning habit in this chapter specifically focuses on how to build a culture that encourages and supports your teammates to be learners."

.

#2: The learning habit
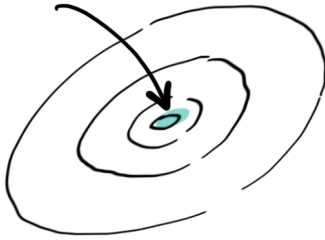
HABIT

We talk about mistakes
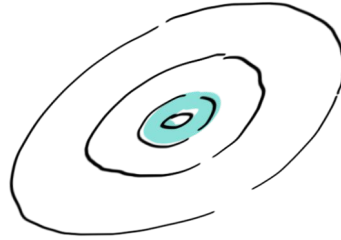
TINY RIPPLE

to model vulnerability
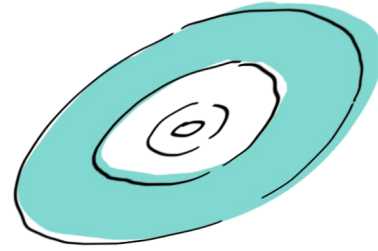
BIG RIPPLE

so that our team learns and grows together

IN THE CHAT:

What other ripples can talking about mistakes have?
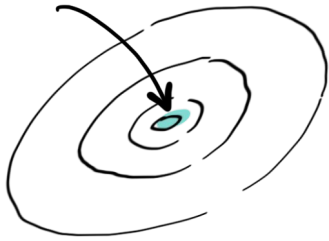
HABIT

We talk about mistakes
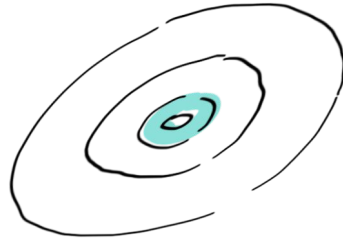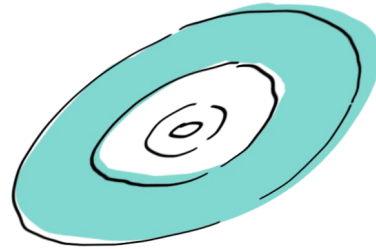
TINY RIPPLE

To...

BIG RIPPLE

So that...

Google Spent 2 Years Studying 180 Teams. The Most Successful Ones Shared These 5 Traits

Insights from Google's new study could forever change how teams are assembled. 🔗

"Who is on a team matters less than how the team members interact, structure their work, and view their contributions."

1. **Psychological Safety**
   Team members feel safe to take risks and be vulnerable in front of each other.

2. **Dependability**
   Team members get things done on time and meet Google's high bar for excellence.

3. **Structure & Clarity**
   Team members have clear roles, plans, and goals.

4. **Meaning**
   Work is personally important to team members.

5. **Impact**
   Team members think their work matters and creates change.

re:Work

Guiding Principles

Individuals

What does building psychological safety look like with each individual on my team? How might I differentiate my approach to support their needs and foster our 1:1 relationship?

Teams

What does building psychological safety look like for teams? How might our teams use this time to strengthen the systems + habits of their work?

Developing Others

How will I support other leaders to build psychological safety with the teams they lead or support? How will I help teachers build this remotely with students?

① Check-In

What is the emotional status of the group?

Build connections while physically distant.

Education Elements

Top 3 for Emotional Pulse:

- How are you feeling, and what's your energy level?
- What challenges are you facing? What wins (big or small) did you have this week?
- What skill would you like to develop or improve?

Top 3 for Shifting from COVID-19:

- If you could only eat one thing forever, what would it be?
- Show a picture that brings you joy.
- What are you reading, watching, or listening to that's awesome?

Want more? Check-In, Check-Out Toolbox

② VIDEO ON!

How can we connect with our team (and students, families, community) while physically distant?
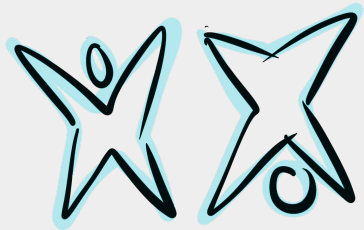
- Schedule calls using Zoom or Skype

- Let participants know ahead of time that we'll all use our video

- Connect!
  - Read facial expressions
  - Call on team members who look like they have a question or have been quiet
  - Learn more about team members' home work space

New to this? *Best Practices for Digital Learning + Virtual Meetings*

Education Elements

③ PLAN TO LEAD

How do you plan your meetings to lead to success?

Source: *The Wiseman Group*, Read more here

Education Elements

Be intentional about your team's remote work by focusing on these four conditions:
Context, Clarity, Co-Creation, + Connection

Context:
- Show the big picture
- Explain the "why"

Clarity:
- Define ownership
- Clarify what "great" work looks like, what does "done" look like, what *aren't* we doing

Co-Creation:
- Hold space to collaborate!

Connection:
- Check-In
- Celebrate

4 SCHEDULE UPDATES

When will your team hear more information?

What do they do if they have questions?

Education Elements
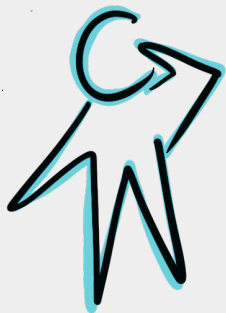
In times of uncertainty, information and plans change quickly. Clarity and transparency help your team feel safe + in the know.

- Schedule regular updates: consider 2x/wk
- Use various communication methods
  - One in writing (email)
  - One face-to-face (video call)
- Share update, even if it's that there is no update or change
- Provide space for team to ask questions
  - Anonymous feedback form
- What tweaks do we need to make transitioning to virtual work?

5 Admit Learnings

How might you model for your teams the idea of "failing forward" or iteration?

What examples are you setting for how your team will try new things?

- Share the things you're working on and/or working through
- Be clear about where it's "Safe enough to Try" or "OK to Fail"
- Model trying new things; talk through what you're trying and what you're hoping to learn
- Balance this and confidence in your as a leader

Education
Elements

Psychological Safety Matters Across Teams

Teachers	School Leaders	District Leaders	All
Demonstrates care for students as people	Take an interest in the development of those you are leading	Share stories of mistakes you've made as a leader	Model vulnerability
Notice what students are doing well	Models making and learning from mistakes	Support the career trajectory of those you lead	Models making and learning from mistakes
Make time to check in with students emotionally	Circle back with people about ideas they've raised in the past	Ensure that each person has "equal" talk time during meetings	Check in at the beginning of each meeting
Add personal connections to content with video, images, or sound	Make time to check in individually with staff members	Have methods to process	Practice active listening by making eye contact and staying present

What's one new learning you want to share?

@edelements #newteamhabits

Tag us:
@shelby_McIntsh
@Kristen4E

@JustinEToomer
@NatalieWoodsEE
@jasonrbroussard

Just for Fun!

Plan "Spirit Days" for internal calls

Do a team book study; we just read *Rituals for Work*

End team meetings with shout-outs

Team shares photos and stories of family + pets

Host virtual Happy Hours or trivia nights with team

Create a space for caregivers + parents to collaborate

Team shares pictures of remote workspace

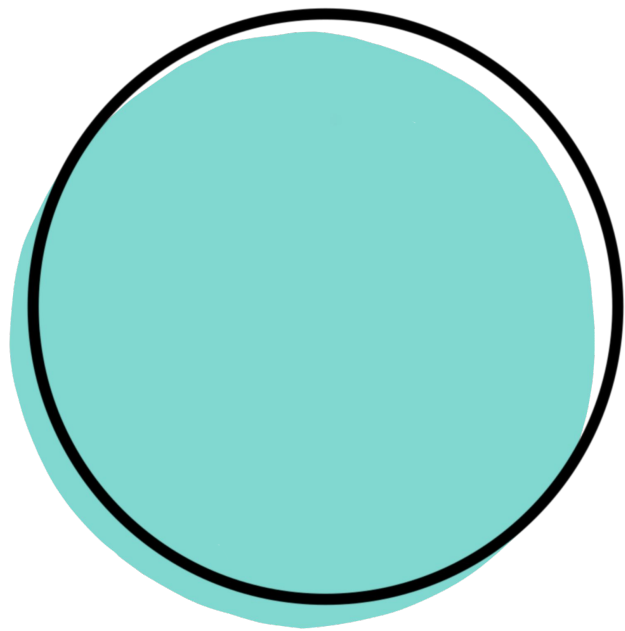EFFECTIVE TEAMS...

LEARNING
- PROGRESS VS PERFECTION
- SHARING VS HIDING MISTAKES
- BEING HUMAN AS LEADER

MEETINGS
- Need-based cadence
- structure serves purpose
- all voices included

PROJECTS
- shared purpose
- clear roles
- Work is aligned to goals

PRACTICE

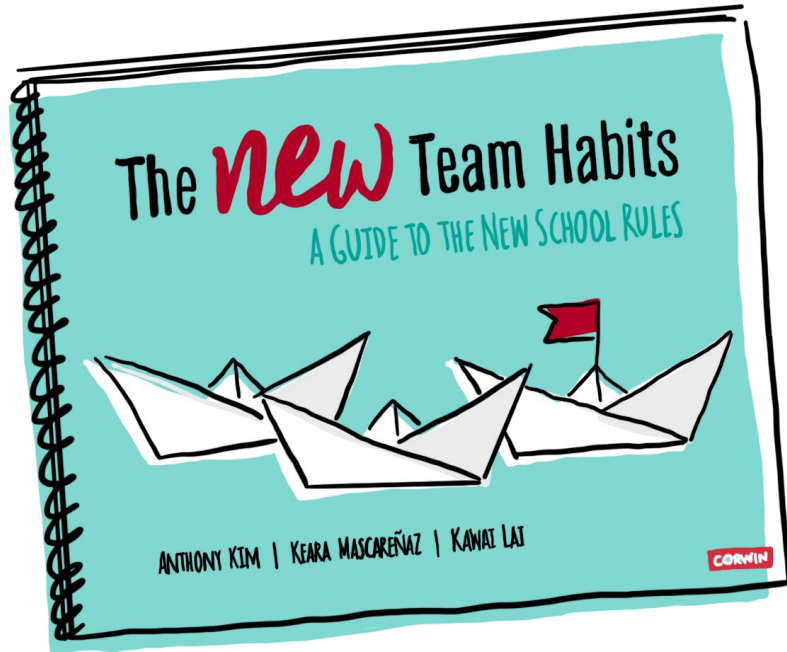Google

how do we improve our team?

how **can** we improve our **teamwork**

how **to** improve **your** team
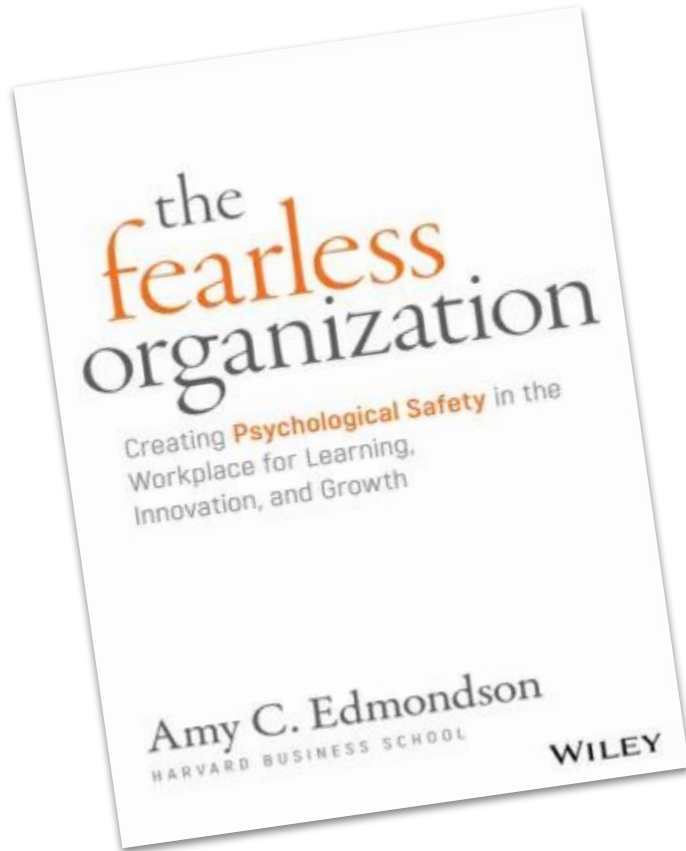
how do **you** improve **your** team**'s efficiency**

Report inappropriate predictions
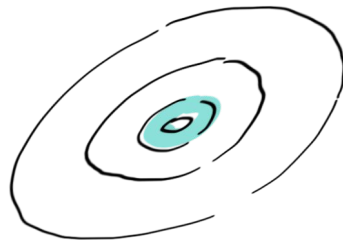
IMPROVE HOW TEAMS WORK,
BY CHANGING TEAM HABITS

"Psychological safety is a belief that one will not be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes."
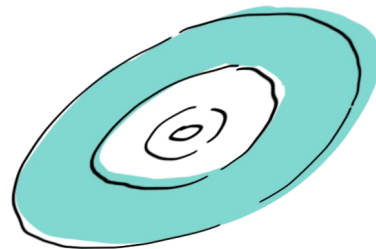
The learning habit

HABIT

TINY RIPPLE

BIG RIPPLE

We talk about mistakes

to create more psychological safety

The learning Habit: Talking about mistakes

Talking About Failure Is Crucial for Growth. Here's How to Do It Right.

Research shows that talking about failure makes for happier, more productive workers.
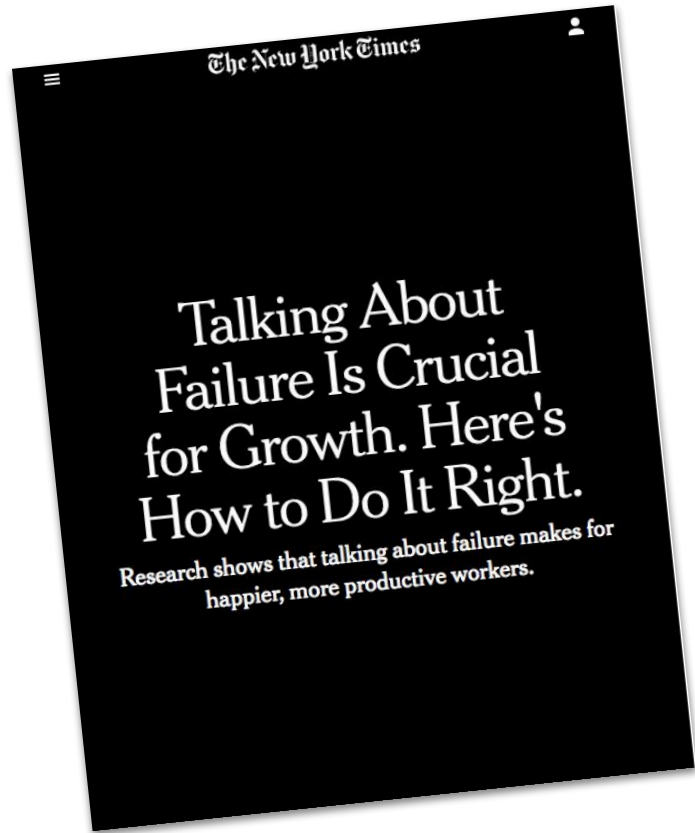
"Instead of telling a story of how horrible things went, frame it as, 'Can you help me with this?' When you ask others questions, most people actually want to help... By asking a question, we activate in them that spirit of helping."

The learning habit
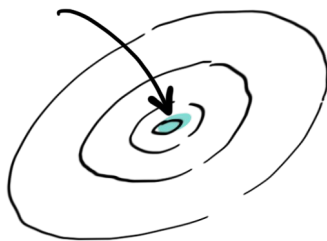
HABIT

We talk about mistakes

TINY RIPPLE

to learn from failure
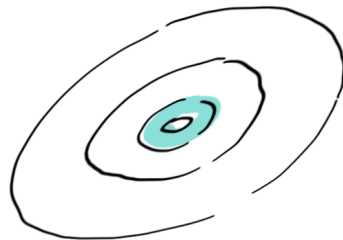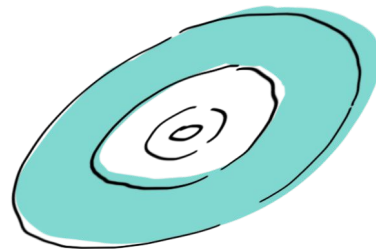
BIG RIPPLE

HOW?

1. Frame the work as a learning problem
   "We've never been here before; we can't know what will happen; we've got to have everybody's brains and voices in the game."

2. Acknowledge your own fallibility
   "I may miss something, I need to hear from you."

3. Model curiosity
   "Every time we withhold, we rob ourselves and our colleagues of small moments of learning."

The Perfect Pitch!

Use the three sentence rule to create an elevator pitch that promotes psychological safety + models talking about mistakes

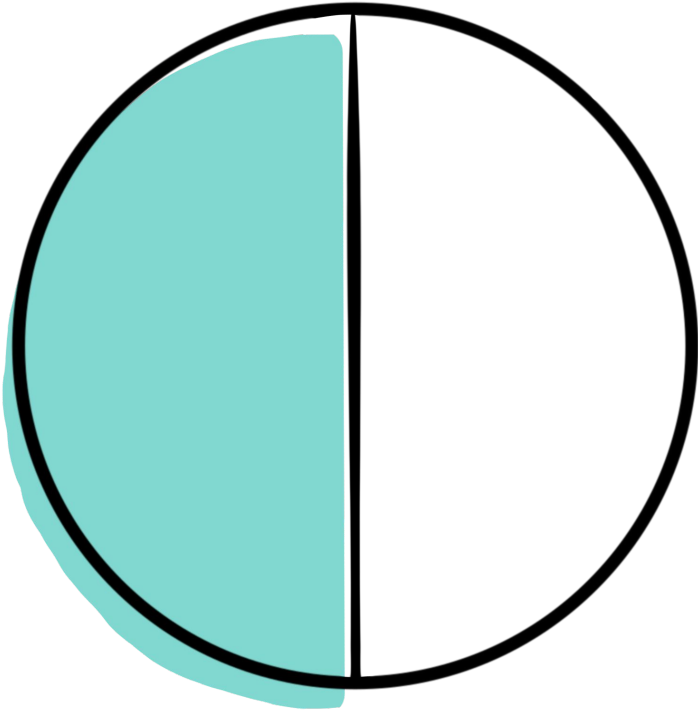Learn more about the three sentence rule <u>here</u>

The Perfect Pitch!
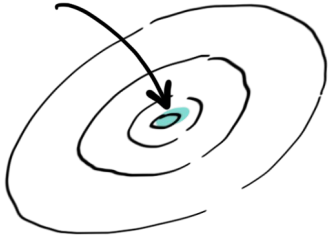
1. A mistake I've made recently is...
2. What I learned from that mistake is...
3. Next time, I will...

APPLY
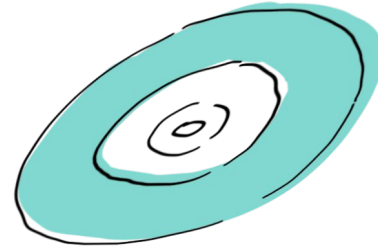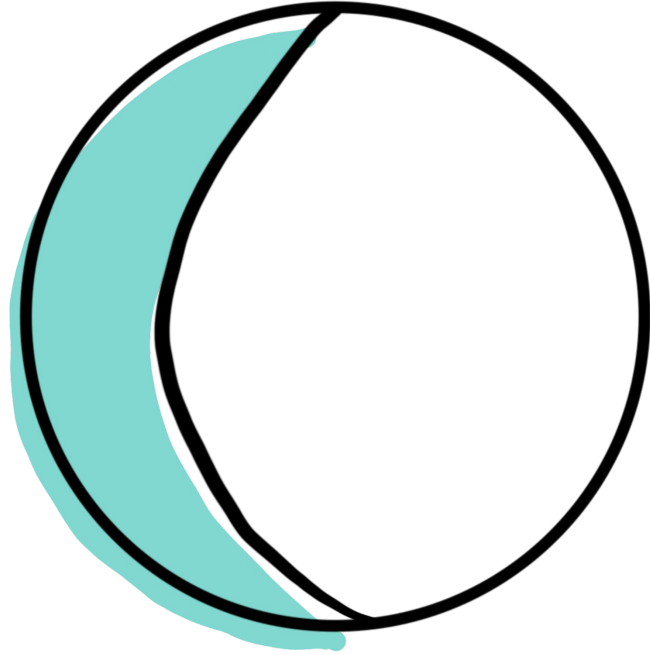
COMMIT TO REFLECT
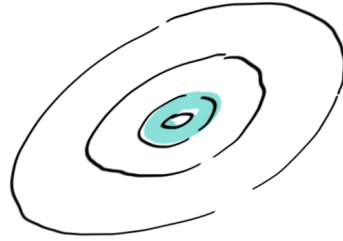
Add time on your calendar in the next 2-3 weeks to reflect on how it went to encourage learning and share mistakes

You might set up time to reflect alone, **meet with a teammate**, or reach out to someone from this institute
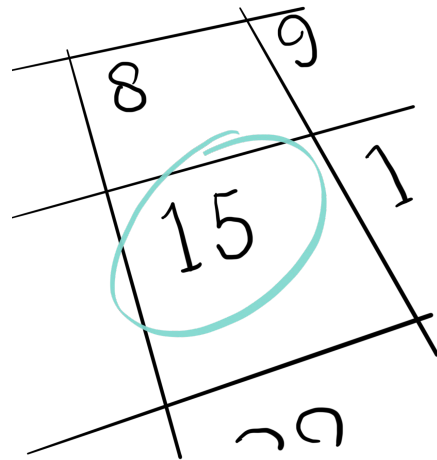
LET'S CELEBRATE!

Leadership Connection: Team Retrospectives

1 Breakout #1:

Power of Reflections and Retros on Learning

Discuss the power of retrospectives to learn from projects and grow.

Materials bit.ly/PowerofReflections

Rename yourself on Zoom *1 - name*

2 Breakout #2:

Reflect on Return Planning

A reflection on return to school plans practicing the habit of talking about mistakes.

Materials: bit.ly/ReturnBreakout

Rename yourself on Zoom *2 - name*

Closing

- Rose: How was today's session effective for you?

- Thorn: What question is still lingering? Or, how can we improve for tomorrow?

- Bud: What is one new idea that's been sparked?

Day 2 - Opening

Connection Before Content

CAN'T TOUCH THIS

Why is this so important and Why now?

Shelby McIntosh

Where are my kids going??

Key takeaways

1

Habits shape perception and then action

2

Data is the only truth

Our current crisis...

- A century of misusing standardized testing has led to deeply embedded decision-making practices in schools based on limited, [and often misleading](#) information. As a result, we've failed to close persistent achievement disparities across income levels and between white students and students of color.

- The COVID crisis has and will continue to [exacerbate these gaps](#).

- Giving our most vulnerable students any chance of catching up now requires a data system that that goes beyond accountability and provides a deep understanding of the challenges they bring back with them and informs a targeted, [personalized learning plan for each child](#).

Take Action: An intentional focus on habits

UNTIL YOU FIX IT HERE

AND ADDRESS IT HERE

NOTHING CHANGES HERE

@ohhappydani

Take Action: An intentional focus on habits

INDIVIDUAL
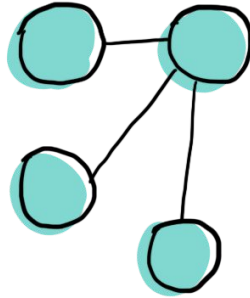
TEAM
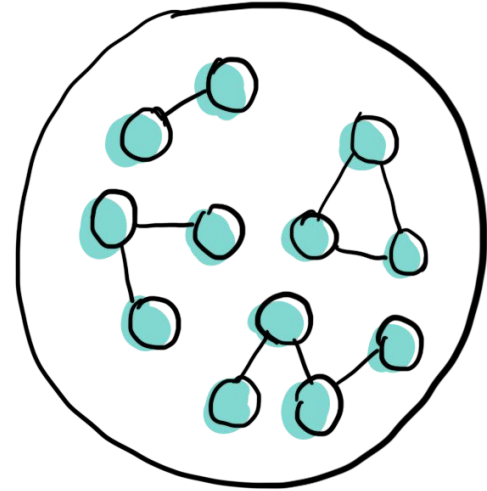
ORGANIZATIONAL

Take Action: Data by Design

Easy to Access

Well-organized, easily accessible and easy to use data systems will support educators' use of data in a more responsive way that drives continuous improvement..

Responsive

Data systems should support timely, in the moment iteration. Rather than collecting and reflecting on data post-mortem, we believe that data systems should be updated and used with increased frequency to drive continuous improvement.

User-Centered

Rather than thinking about compliance officers as the end users, we believe that data systems should be designed to support and empower those who will ultimately use the data to improve school for students (leaders/teachers/students).

Data by Design
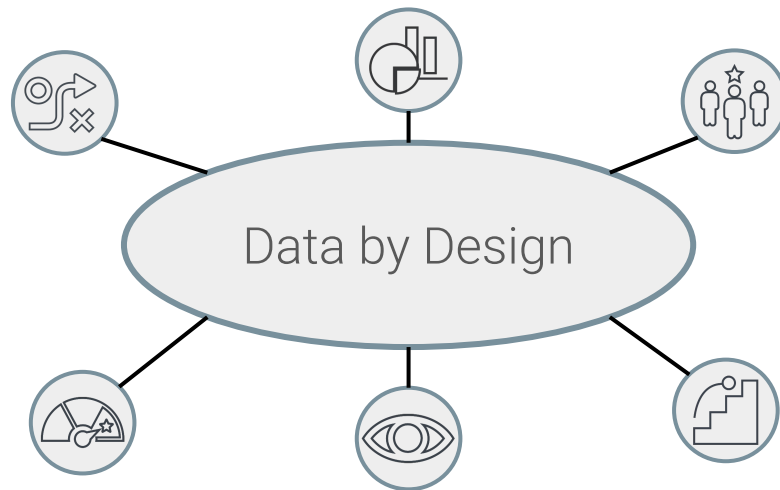
Aligned

Data systems should be aligned with a district's most pressing barriers to student success and designed to identify oning short and long term priorities

Holistic

Data systems should capture all of the information available to schools/districts so that they can better understand what is happening. This requires working across silos in a district and measuring more than mastery on end-of-year assessments/benchmarks.

Sustainable

Data systems should be embedded at all levels (district, school, and classroom) and designed to weather persist turnover in leadership
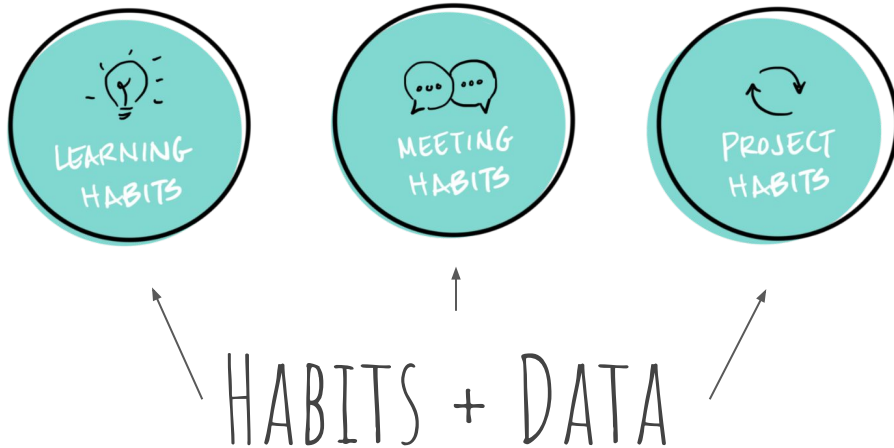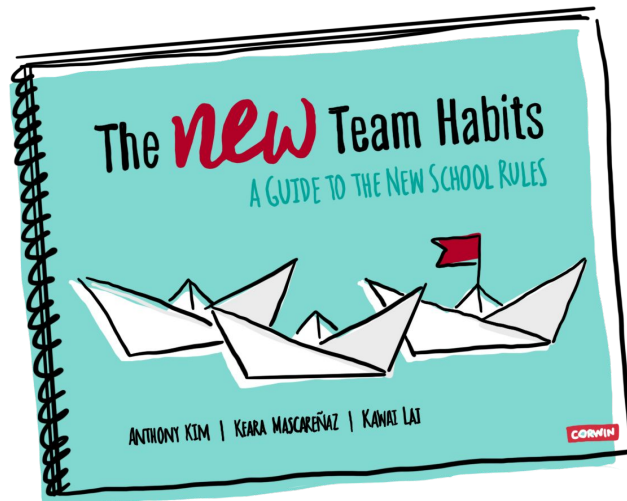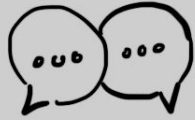
Why Do Responsive Projects Matter?
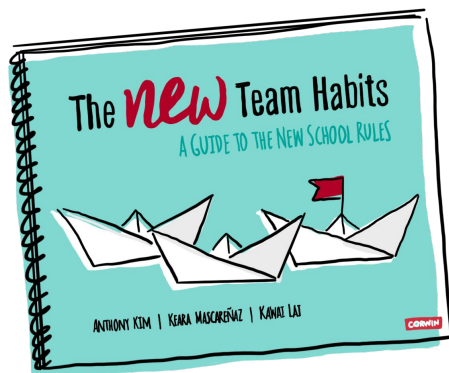
Team projects are a part of our daily work. In fact, most districts have myriad projects happening at any given time. Yet we often launch into projects without clearly communicating the purpose, goals, roles, or roadmap.

By shifting the way you kick off work, both at the start of a project and during a project at the start of a new phase or sprint of work, you can begin to shift the way your team works together and refine the plan with greater speed and effectiveness to meet your project goal.

INSPIRATION FROM THE NEW SCHOOL RULES
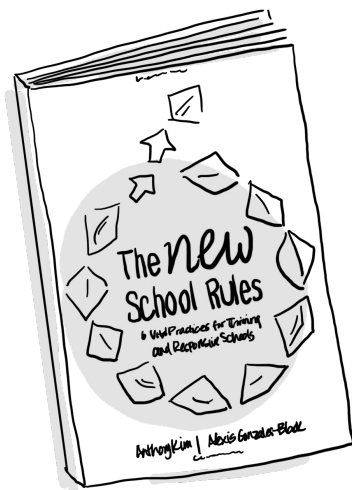
66 Too often we get pulled into project teams where the purpose is assumed and unspoken. For example, you may be invited to a working group called Safety Task Force. The purpose isn't explicitly stated, but it's assumed that this group convenes to talk about safety issues. Weeks or months go by with meeting after meeting. Over time, little shifts go unnoticed, the team grows, and the work changes. One day you show up for yet another meeting and wonder why you are there, or it dawns on you that everyone is working toward different goals. Making assumptions about the purpose of a team, and not publishing or revisiting it, means that the goal fades into obscurity and the team wastes time and resources. Finding the right purpose, making it transparent, and reviewing it regularly can help teams move in the right direction and help individuals decide how they will contribute to the overall goal. 99

SPARK: The Great Kick-Off

What Does This Mean for Our Project?
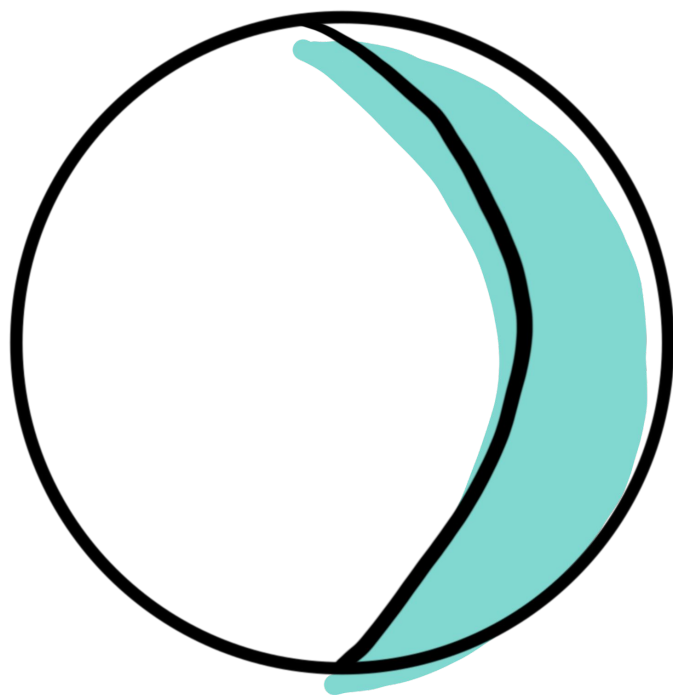
🕐 10 Minutes   ⚛ Interact as a Team

1. Take 7–8 minutes as a full team to discuss:
   a. What about this video resonated with your own kick-off experiences?
   b. What is the result of kicking off work in this way (or not kicking off work at all)?
   c. What could be gained by changing the way we kick off work?

2. Take 1–2 minutes to capture key takeaways below.

The **new** Team Habits
A Guide to the New School Rules

Anthony Kim | Keara Mascareñaz | Kawai Lai

CORWIN

PG. 119
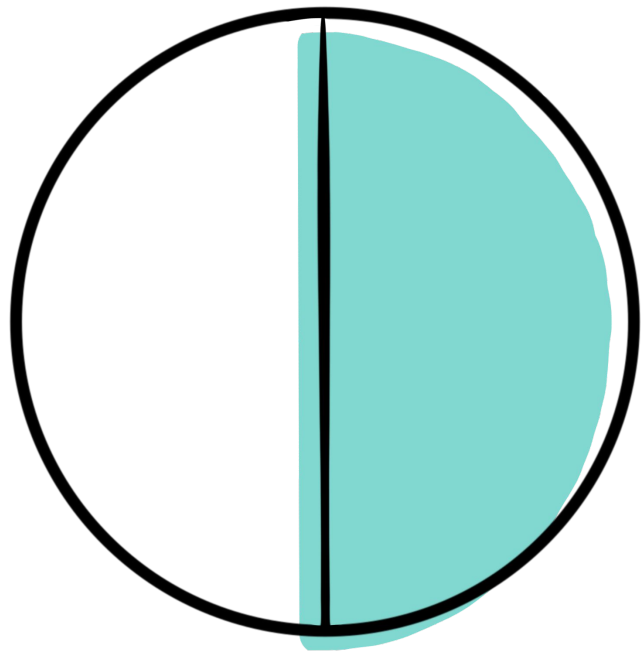
EXPAND
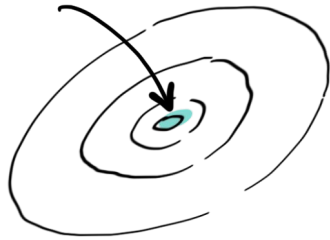
HABIT

We kick off work
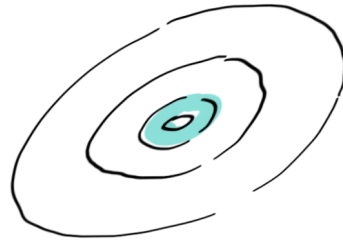
TINY RIPPLE

To increase clarity on purpose, roles, and roadmap
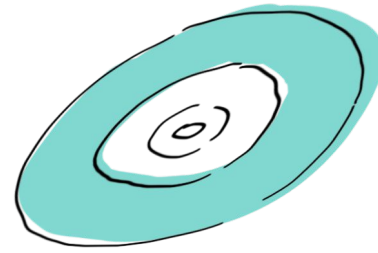
BIG RIPPLE

So that our team is more agile in adjusting our plans to meet our purpose

EXPAND: Why Kick-Offs Matter

Many leaders, thanks to the popularity of books such as Simon Sinek's **Start With Why**, have a great focus on the purpose of a project. However, few leaders take the time to communicate the purpose, the roles, and the roadmap that will support achieving the project's purpose.

- Purpose = Why
- Roles = How
- Roadmap = What/When

The **new** Team Habits

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CORWIN
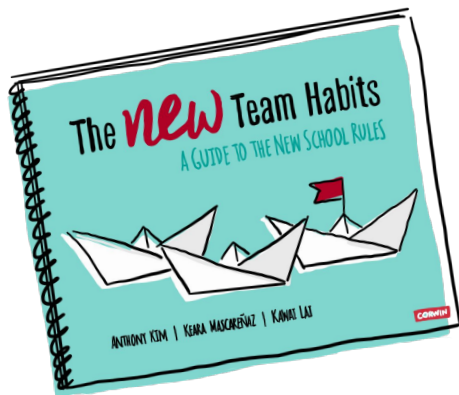
PG. 125

This Habit Is Working When . . .

🕐 1 Minute   ⚛ Read on Your Own

YOU ARE

- Articulating the why of every project
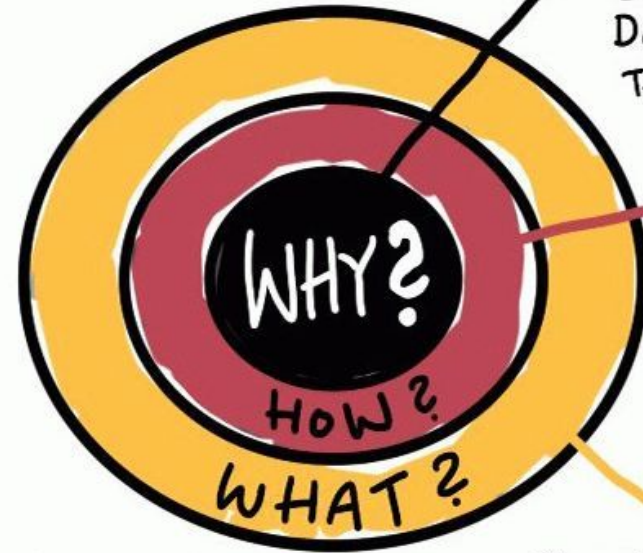- Setting aside time to kick off work, whether new sprints, phases, or projects
- Seeing greater alignment and buy-in from your team in leading work

YOUR TEAM IS

- Clearer on the purpose, roles, and roadmap of work
- Starting to host its own kick-offs with other teams
- Able to act with more agility in adjusting the roles and roadmap of the work based on its purpose

Kicking Off Work @Education Elements

PEOPLE

❏ Sponsor
(person who sparks project)

❏ Lead
(person who owns project)

❏ Stakeholder Map
(everyone impacted by project)

PREP

❏ Define purpose
(what problem are we solving?)

❏ Create hypothesis
(if we do X...then Y...)

❏ Outline resources
needed
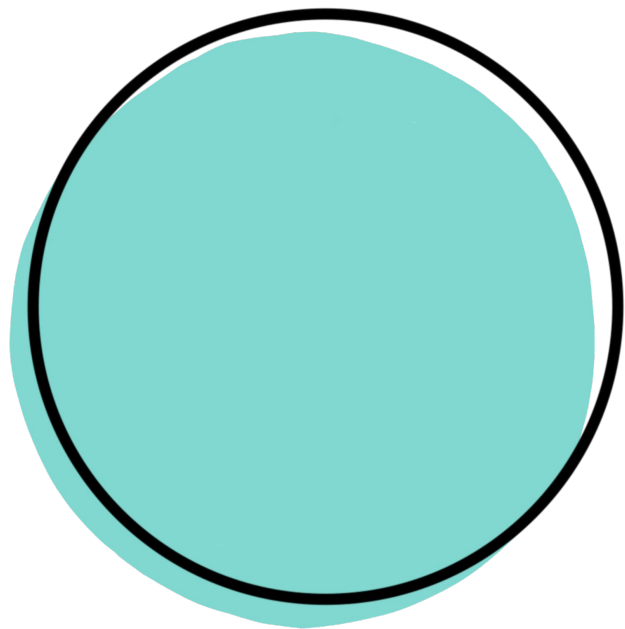
PERFORM

❏ Defined roles + accountabilities

❏ Project roadmap

❏ Ongoing process for reflection
+ iteration

Projects are finite, have concrete deliverables and milestones, and require resources.

Start, Stop, Continue: Kicking Off Work

STOP

START

CONTINUE

I CAN…	I CAN…	I CAN…
WE CAN…	WE CAN…	WE CAN…

PRACTICE

Prepare to Role Play a Kick-Off

🕐 **4 Minutes**   ⸬ **Interact as a Team**

Use the space below to reflect on a kick-off meeting you would like to lead in the real world. You will be role playing in teams of four. One person will practice kicking off today; however, we believe it is helpful for each person to prepare a kick-off as a frame for actively reflecting during the role play and as a first step for preparing for application in the real world.

What work am I leading that would benefit from a kick-off meeting? Why?

**What ideas from our knowledge building today do I want to bring into this kick-off (e.g., articulate purpose, define success, build relationships, align on roles, create roadmap)?**

Project Habit: Planning Canvas

PROJECT SPONSOR

PURPOSE

HYPOTHESIS (IF WE DO X...THEN Y...)

PROJECT LEAD

PEOPLE/$$$ RESOURCES NEEDED

STAKEHOLDERS IMPACTED BY PROJECT

HOW WILL YOU REFLECT/ITERATE ON PLAN?

ROLES + ACCOUNTABILITIES

PROJECT ROADMAP

Project Habit: Planning Canvas

PROJECT SPONSOR
Mr. Kim

PROJECT LEAD
Megan

STAKEHOLDERS IMPACTED BY PROJECT
Students
Parents
Teachers
Counselors
Administrators

PURPOSE
To kick off a SEL program for implementation in the 2019-2020 school year.

HYPOTHESIS (IF WE DO X...THEN Y...)
If we successfully implement a SEL program, then we will see a reduction in student behavior referrals and an increase in student engagement.

PEOPLE/$$$ RESOURCES NEEDED
Committee of 3 teachers, 2 deans, 10 hours.
Cost of program (TBD)
Teacher PD day + 3 faculty meeting hours

HOW WILL YOU REFLECT/ITERATE ON PLAN?
We will host a retrospective meeting after the first quarter, after gathering data about faculty perceptions, fidelity of implementation, student perceptions and student behavior referrals.

ROLES + ACCOUNTABILITIES
Lead Link: Project managing, scheduling meetings, writing proposal
Research Rep: Collecting information from 8 SEL programs, preparing annotated table to compare programs, acquire sample activities for review
PD Puba: Plans teacher training and support
Communications Chief: creates a communication campaign

PROJECT ROADMAP
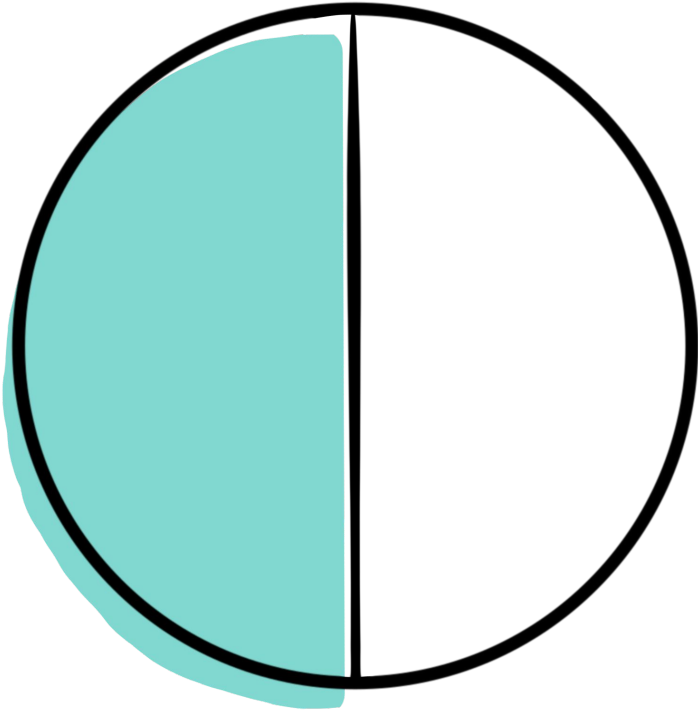
APPLY

Leadership Connection: Your Turn

1

Breakout #1:

Project to be added

Rename yourself on Zoom *1 - name*
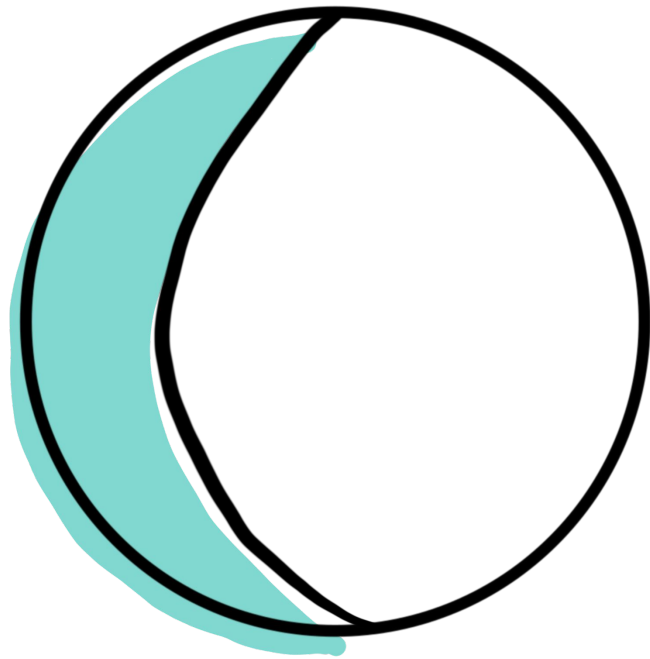
2

Breakout #2:

Project to be added

Rename yourself on Zoom *2 - name*

3

Breakout #3:
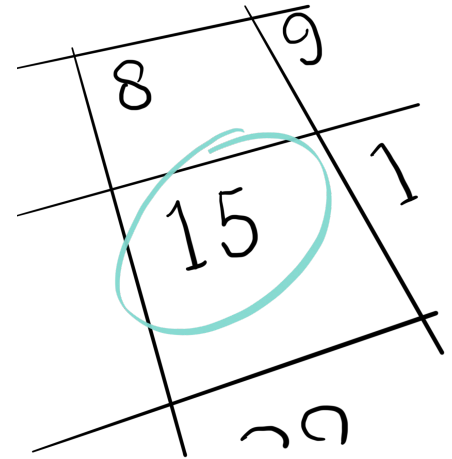
Project to be added

Rename yourself on Zoom *3 - name*
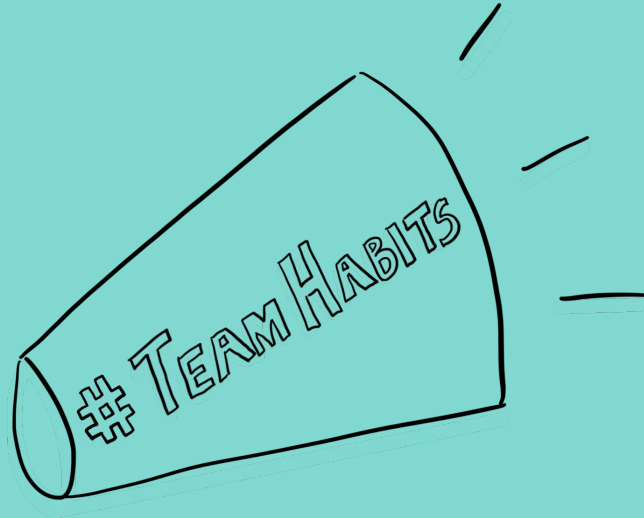
COMMIT TO REFLECT

Add time on your calendar in the next 2-3 weeks to reflect on how it went to kick off work

You might set up time to reflect alone, meet with a teammate, or **reach out to someone from this institute**
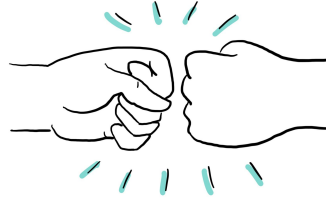
Share Out:
how will you spark & spread a new habit with one team?
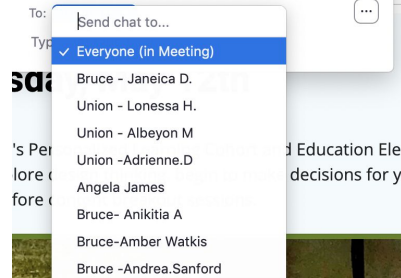
#TeamHabits

LET'S CELEBRATE!

Virtual Gratitude Circle

#1
Someone you learned from

#2
Someone you'd like to get to know better

#3
Someone who made you laugh or smile

To:

Typ

saa

's Per   d Education Eler
lore   decisions for yo
fore

Send chat to...

✓ Everyone (in Meeting)
Bruce - Janeica D.
Union - Lonessa H.
Union - Albeyon M
Union -Adrienne.D
Angela James
Bruce- Anikitia A
Bruce-Amber Watkis
Bruce -Andrea.Sanford

Closing