

Facilitation Guide: Building Capacity Planning Session

(90 minutes)

Purpose: You are meeting as the leadership team to share insights gained and determine how to build the capacity of the whole team to address the quality criteria in each topic area.

Expected outcomes: Pathway Teams will:

- Debrief and determine insights gained from previous sessions on *Creating Quality Integrated Curriculum; Quality Pathway Design, Supporting Integrated Curriculum and Quality Teaching and Learning; Academic Interventions and Education/Career Planning;*
- Determine top priority, immediate action steps and long-term challenges necessary to build the capacity of the team not at this workshop;
- Develop a visual of the strategies and timeline to share with other teams during the “Museum Walk.”

Process: (Members of the pathway team include: Principal, Assistant Principal, Counselor, Team Leaders, and Teachers)

- Determine who will facilitate this session from the pathway leadership team and who will be the recorder.
- Explain the Expected Outcomes for the afternoon session (above). The deliverable is a visual representing the:
 - Top priority to build the capacity of others not in attendance,
 - Immediate actions necessary to build capacity, and
 - Long-term challenges that will be faced in building capacity. (5 minutes)
- Elect someone to take lead representing the visual during the “Museum Walk.”
- Discuss all three morning sessions one at a time, sharing ideas and insights gained. Then, while reviewing the criteria from the certification tool related to the topics (see below), identify gaps and challenges to building the awareness of all members and getting the whole team on board so a team certification action plan can be developed. Record on a flip chart. (45 minutes)
- Be sure that the reporter consolidates all the flip charts and notes so as to not lose any ideas and insights, gaps or challenges, actions steps and supports needed.
- Discuss and determine steps for bringing your entire team together to draft the pathway action plans for aligning with the quality criteria. This may require determining the professional development and technical assistance that may be required, and exploring whether you have the internal means or external resources that are required. (10 minutes)

- Design the visual display to represent top priority, immediate next steps and long-term challenges, and determine who will stay with your exhibit to explain or answer questions. (10 minutes)
- Recorder will collect all the input shared during the “Museum Walk” and distribute to the rest of the leadership team to be reviewed at your next leadership team meeting.

Materials Needed

- Worksheets from previous sessions.
- Flip Charts, pens and tape.

Pathway Certification Tool References for Today’s Sessions

1.1 Principles

- 1.1.1—Focus on college and career
- 1.1.2—Connects academics to real-world applications
- 1.1.3—Leads to a full range of postsecondary
- 1.1.4—Increase student achievement
- 1.1.5—Raise student aspirations and commitment

1.2 Design Structure

- 1.2.2—Program of study
- 1.2.3—Pathway coherence
- 1.2.6—Cohort scheduling

2.3 Integrated Curriculum

- 2.3.1—Multidisciplinary integrated curriculum
- 2.3.2—Horizontal alignment
- 2.3.3—Vertical alignment

2.4 Instruction and Assessment

- 2.4.1—Project-based approach

2.6 Support Services

- 2.6.7—Guidance and counseling
- 2.6.8—College and career planning

3.2 Leadership

- 3.2.2—Support from site administration

3.3 Professional Development

- 3.3.1—Teacher professional development