

Facilitated Reflection: School Leaders and Other Stakeholders

In-depth Reflection on your Implementation Journey



Preview this tool prior to meeting with the facilitator. It is not necessary to answer the questions in advance. Meet the facilitator and use the following questions to guide your conversation. Provide examples, evidence or stories to illustrate and support your answers. For some questions you may have substantial information while for others you may have none or limited information. For more information on the Essential Conditions to Support Implementation, go to www.essentialconditions.ca.

Shared Vision: Stakeholders share an understanding of and commitment to the intended outcomes.

Conversation Starters	Responses (examples, evidence, data)	Suggested Next Steps
What is the shared vision of the change you are hoping for?		
How has the shared vision been collaboratively developed with and endorsed by stakeholders?		

Leadership: Leaders at all levels have the capacity to champion the shift from the current reality to the intended outcomes.

Conversation Starters	Responses	Next Steps
What leadership decisions are required to support the change?		
How are leaders working towards supporting and sustaining implementation?		

Research and Evidence: Current research, evidence and lessons learned inform implementation decisions.

Conversation Starters	Responses	Next Steps
<p>What data is being collaboratively and systematically collected to inform and support implementation? How is it being collected?</p>		
<p>How are you using data to determine if you are having an impact on student learning?</p> <p>What data are you using as evidence of implementation?</p>		

Resources: Human resources, materials, funding and infrastructure are in place to realize the intended outcomes.

Conversation Starters	Responses	Next Steps
What human and material resources are required to support this change? What financial support is required? What infrastructure is required?		
To what extent is the change being phased in to optimize capacity and available resources?		
What strategies are being used to authorize, acquire and develop the necessary resources?		

Teacher Professional Growth/Capacity Building: Teacher knowledge, skills and attributes are enhanced through ongoing professional learning.

Conversation Starters	Responses	Next Steps
How are the needs of the teacher, school, system and province being addressed through professional learning?		
How are current research, evidence and lessons learned informing professional growth planning and the design of professional learning opportunities?		

Time: Time is provided to support implementation.

Conversation Starters	Responses	Next Steps
<p>What research regarding the time required to effect change was considered when creating the implementation timeline? Given you current context is the timeline reasonable?</p>		
<p>What strategies are in place to ensure that each stakeholder group has the time they need to successfully implement and sustain the change?</p>		

Community Engagement: Parents, school councils, community members, businesses, industry and post-secondary institutions are partners in supporting implementation.

Conversation Starters	Responses	Next Steps
<p>How are stakeholders that can support implementation identified and selected?</p>		
<p>How are stakeholders engaged in supporting implementation?</p>		

Acknowledgement:

This tool was developed by the Edmonton Regional Learning Consortium and funded through a grant from Alberta Education to support implementation. It is provided for free in support of improved teaching and learning under the following Creative Commons license. 

