ODE ADMINISTRATOR MENTOR – ***Participant Agenda***

Roundtable 2

**Objectives:**

* Refresh or gain deeper understanding of observation tools through the lens of staff meetings observations
* Practice pre- observation conversations
* Develop strength in participating in an online professional learning community

**Norms for Collaboration for Online Professional Learning**

In an online environment, facilitators and participates create a unique social world and virtual network that decentralizes and enriches the process of learning. While everyone has varying levels of comfort and ease with using technology, online professional learning requires some of the same collaborative norms as in-person learning. It also requires some norms specific to our online environment.

**Honor online meeting commitments -** Arrive on time and participate fully until meeting is over.

**Respectful Use of Electronics -** Make an effort to learn to use the technology for online collaboration, and ask for help if needed.  Use computer/tablet for notetaking, if you like, but please disconnect from email so you can better connect with colleagues and content during our meeting.

**Equity of Voice -**Hear all voices. Provide opportunities for others to speak

**Active Listening -**Truly listen to what people are saying, rather than thinking about how you will respond. Fully engage in online conversations, practice active listening, and respond verbally and/or in the chat box when asked.

**Respect for all perspectives -**We all have different experiences and come with different perspectives

**Safety and Confidentiality -**Our purpose is to learn how to support each other and maintain professionalism. This sets a context of safety to share ideas and grow. Confidentiality honors those who are in the room.

| **Activity/Topic** | **Notes on Learning** | **Application of Learning: (What I will do as a result of this learning/revisit of this topic?)** |
| --- | --- | --- |
| Welcome – Introductions |  |  |
| Connector: Tools of the Trade |
| Observation Tools and Pre-Observation Conversations - Taking a Deeper Dive |
| Rationale – Quote *Adapted from Blended Coaching, Gary Bloom,2005, Chapter 33, p.39* |
| Prior Knowledge - Reflect and Write: Challenges you had facilitating staff meetings when you were a new administrator |
| Today’s Objectives (see first page of this agenda) |
| Covey’s Time Management Grid |
| Staff Meeting Observation Tools: * Time Management Grid
* Administrator Observation Meeting, Salem- Keizer, Updated16-17
* Staff Meeting Observation Template, Medford
* Look Fors Meeting Obs.
* Facilitator/Participant Mtg. Obs
 |
| Pre-observation Conversations* Observations are a valued part of the Oregon Administrator Mentor Program
* Confidential, for the benefit of the mentee, provide new opportunities, insights for growth
* Jointly decide on the Date/time of the observation and the debrief with mentee
* Invite mentee to share what she/he wants you to specifically observe
* Share or jointly decide upon observation tools to use with mentee
 |
| Sharpening the Saw: Practicing Pre-Observation Conversations (Breakout Groups)  |
| Summary  |  |  |
| Reflect and Apply  |  |  |
| Additional Resources |  |  |
| Final Thoughts |  |  |