**ECET2 Colleague Circle Sample Agenda**

**Session 1 Agenda: Introduction to OAC ECET2 Colleague Circles**

Duration: 45 Minutes

|  |  |
| --- | --- |
| Duration | Topic  |
| 5 Minutes | **Introduction**Large group icebreaker: “Stand up if … ”Stand up if you are ...1. Doing what you thought you’d be doing when you were 18.2. Did one thing yesterday that you were proud of.3. Been to Disneyworld in the last three years.4. Are an only child.5. Had a meaningful conversation with a friend going through a rough time in the last month.6. Sing in the shower.7. Grew up in the U.S.8. Played sports in high school.9. Danced as a child.10. Ever sent a letter to a member of Congress or the Senate.11. Took a vacation in the past three months.12. Ever been in a play or musical performance.13. Ever gave a speech in front of more than 50 people.14. Still practicing the faith in which you were raised.15. Got your first mobile phone before 1999.16. Studied political science.17. Supported yourself through college.18. Had a parent pass away.19. Share updates on Facebook at least once a week.Additional questions for Colleague Circles that could be used:1. Ever organized a group of friends for dinner or a book club2. Ever not slept the night before a difficult conversation3. Listened to or guided a younger colleague in the past month4. Have a mentor in your work life5. Are mentoring a young colleague6. Gotten frustrated in the past month at work |
| **Immersive Small Group Experience (tables of 10)** | **Meeting 1: Wednesday 11-11:45 a.m.****Leaders will be self-selected** |
| 10 Minutes | **Circle Introductions**1. Introduce the Circle Leader.
2. Appoint a Time Keeper (will need his/her own electronic device).
3. Agree to hold all sharing during this session as confidential to participants only.

Teachers will say their name, position, organization and answer to “share with the members at your table what you think you will be doing in three years.” (One minute per person.) |
| 25 Minutes | **Colleague Circle Exercise** This question will be in writing on a large screen:*“If you believed that your information would never be shared with others, what issue in your professional or personal life would you want to discuss with a group of trusted peers?”** Circle Leader distributes three index cards per person.
* Participants do not write their name on the card—these are anonymous although the Table Leader will read the cards aloud to the table.
* Encourage participants to stretch beyond their comfort zone into as much vulnerability through self-disclosure as they can.
* Give participants a couple of minutes to reflect quietly on what they want to write. It is a difficult decision for some to decide whether or not to share really important issues.
* If someone is really struggling to complete three cards, let them know they can hand in a blank card.
* Cards should be handed to Circle Leader face down.
* Circle Leader needs to shuffle the cards thoroughly before reading.
* The Circle Leader’s job is to slow people down, to become serious about the exercise in a quiet and thoughtful manner.
* Before the Circle Leader reads the cards, ask the participants to just “listen to understand.”
* Circle Leader will be encouraged to read the cards very slowly with time between the cards for people to identify their own reactions.

**Discussion**Encourage participants to share one or more of the following:* How I feel about what I heard
* How I am feeling right now
* What I identify with
* What I am willing to disclose

Immediately after cards have been read, be certain that the Circle Leader destroys all cards. |
| 5 Minutes | **Wrap-Up and Adjourn*** Reaffirm confidentiality in the Colleague Circles.
* Stress the importance of building peer relationships at this convening and beyond.
 |

**Session 2 Agenda: Colleague Circles**

Duration: 45 Minutes, 4:15-5:15 p.m. do OAC ONLINE demo

|  |  |
| --- | --- |
| Duration | Second Colleague Circle 4:45-5:30 p.m. |
|  | * + Common Core Implementation
	+ School Culture & Collaboration
	+ Reaching All Learners
	+ Teacher Leadership
	+ Student Engagement
	+ Instructional Strategies
 |
| **Topic-Based Colleague Circles**  | **This colleague circle is comprised of the same members as our first colleague circle. When the members return from breakouts, they will discuss one of the topics above.** |
| 20 Minutes | **Topic Introductions*** Introduce the Circle Leader.
* Appoint a Time Keeper (will need his/her own electronic device).
* Agree to hold all sharing during this session as confidential to participants only.

Teachers will say their name, position, organization and answer to “*why this topic is professionally and personally important to you professionally and personally in the next six months.*” (One minute per person.) |
| 20 Minutes | **Introduce the Exploration Meeting*** The leader in the room defines the exploration meeting:
	+ One member shares a specific challenge or opportunity on this topic they are dealing with right now.
	+ The group listens and asks questions to understand the issue further, and the exploring member confirms that the group understands the issue accurately.
	+ Other members share their experiences with the same or similar challenge shared by the exploring member.
* Ask each group to identify one person who has a specific situation they want to discuss in the third session.
* Ask each circle to identify other exploration topics that the Colleague Circle would like to talk about in future meetings they take beyond the convening.
* Once that person has been identified, get an agreement on the part of the Colleague Circle Leader and exploring member to meet for 10 minutes and crystallize the topic for the third session.
 |
| 5 Minutes | **Wrap-Up and Adjourn*** Reaffirm confidentiality in the Colleague Circles.
* Encourage the use of the Collaboration Space for continued virtual conversations.
 |

**Session Three: Lunch and Colleague Circle**

Duration: 20 minutes get lunch blah blah + 40 minutes circle activity = 60 Minutes

11:30 a.m.-12:30 p.m.

|  |  |
| --- | --- |
| Duration | Topic |
| 5 Minutes | **Circle Check-In*** Appoint a Time Keeper (will need his/her own electronic device).
* Agree to hold all sharing during this session as confidential to participants only.

Each member of the circle shares the following: * “Today I’m feeling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
* “I most want to talk about \_\_\_\_\_\_\_\_\_\_\_.”

(One minute per person.) |
| **Exploration Meeting**  |  |
| 15 Minutes | From the stage, the leader will review confidentiality, good group communication, and the power of Personal Stories before asking the presenter to share their Personal Story with their Colleague Circle.Personal Stories allow the individual members to share their opportunities, challenges, and upcoming decisions. Then the whole group benefits from everyone’s insights and experiences. Colleague Circles are best when they become a place where everyone can discuss important issues that they’re experiencing at work and home.Presenter will then share a five- to seven-minute Personal Story with their Colleague Circle, and then field questions from other members before listening to their insights and stories.The presenter, working with the Colleague Circle Leader, will have prepared as best as possible the answers to the following questions:* What is the nature of the Personal Story? How does it relate to the topic?
* What’s the background? What are the who, what, when, where and why of the story?
* Why did you choose this topic? What question do you want to answer? What is the challenge or opportunity you want to address?
* How do you feel about the situation you’re presenting? Sad, mad, anxious, scared?
* What are your options? What are the pros and cons of each? Do you have a preference? Are there elements of the situation that are out of your control?
* What are the outcomes of your different options? What will happen if nothing changes?

From the stage, we will show a slide that reviews good group communication to which the Circle has committed:* **Listen** beyond the words to hear the feelings. It is important to listen in order to understand rather than listen to respond as we often do in our daily lives.
* **Accept** Circle members and topical discussions without judgment.
* **Ask thought-provoking questions** to help the presenter see her situation from a different angle. But avoid embedding advice in the form of a question (e.g., “Have you ever considered ... ?”).
* **Share experiences, not opinions or advice**. Use “I” statements and speak only for yourself. Be specific and brief. Avoid “you should ... ”.

The group will then share their own experiences that are relevant to the Personal Story of the presenter.With five minutes left in the session, the leader from the stage will ask the presenter to share back with the Colleague Circle what they have learned and thank the Circle for their participation. |
| **Continuing Your Colleague Circle Beyond the Convening** |  |
| 15 Minutes | Shift the group to continuing the Colleague Circle beyond the convening by:* Identifying different ways your Colleague Circle can continue the group beyond this event.
* Describing how the ECET2 Community on Mightybell can be used to continue this first Colleague Circle as well as to connect with other teachers across the community around different topics.
* Sharing best practices for creating circle longevity *(finding people in similar time zones, grade levels, etc.)*.

After this introduction, ask the Colleague Circle Leader to lead their circle in a group discussion that answers:* The choice of a name for their Colleague Circle.
* The mission of this particular Colleague Circle following the convening.
* Agreement on the level of participation expected from this Colleague Circle after the convening.
* Agreement on the topic of their first virtual meeting (in addition to any in-person meetings they are planning).

Final steps of the Colleague Circle while in-person:* The Colleague Circle Leader captures the name, mission and agreements of the circle members in their virtual space on Mightybell.
* Confirm everyone is signed up for their virtual circle space on Mightybell.
* Agree on the next virtual meeting date and make sure that it is added to their circle as a new event.
 |
| 5 Minutes | **Wrap-Up and Adjourn*** Reaffirm confidentiality in the Colleague Circles.
* Thank everyone for their vulnerability, sharing and commitment to making Colleague Circles as valuable as possible.
* Send off!
 |