



## Goal Setting Protocol

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*Developed by Jay Davis.*

This protocol is designed to help groups set agendas for their year of work together, It would usually occur at the first meeting of the school year, or at the last meeting of the previous year. Its objectives are the creation of the following:

1. An overall picture of what the group hopes to accomplish this year.
2. An opportunity to collaboratively identify individual goals for the year.
3. A shared sense of ownership/responsibility for future meetings.

### **Process**

1. Make sure people understand the basic overview of what happens. Remind participants that the protocol's structure ensures that individuals can always, in the end, choose their own work to bring to the group. (10 Minutes)
2. Brainstorm list individually, in following three categories (These three categories should also be on a chalkboard or whiteboard, heading three separate columns):
  - "Individual work, student work or curriculum pieces I want to bring to a group."
  - "Topics I would like to read about as a group and process together."
  - "School (or district)-wide issues I would like to address as a group."

Make sure people list as many things as they can. (10 Minutes)

3. Discuss list in triads, 3 minutes per person, talking through the lists people generated during the brainstorm. (10 Minutes)
4. Individuals put one choice from each category on chalkboard (put names next to individual work, not needed in other two categories). People can write something from their own lists, or put up something that was discussed in their triad.

Once this is completed, individuals put a dot next to the two choices that most interest them in "School-wide Issues" and again in "Reading Topics." People do not put dots in the "Individual Work" category. (10 Minutes)

5. With an overhead or on the whiteboard, have people "sign-up" (with the coach facilitating) for a CFG monthly meeting and an issue to present. Members can always, of course, pick their own individual work issue, or they can select a reading topic or school-wide issue that they will take responsibility for bringing to the group, with the coach's help. There will be blank slots and should be! (10 Minutes)