



Name: _____

Date: _____

DISCUSSION TEMPLATE

Take five minutes to reflect on the Discussion Focus question, and write down your ideas and reflection in Initial Notes. Be prepared to share your responses and defend your point of view. Be mindful that you are allowed to adjust or enhance your point of view after listening to others.

Discussion Focus:

A large, empty rectangular box with a black border, intended for writing the Discussion Focus response.

Initial Notes (My own ideas):

A large, empty rectangular box with a black border, intended for writing Initial Notes.

Listening Notes #1
(What others said):

Listening Notes #2
(What others said):

Listening Notes #3
(What others said):

Reflective Notes (New or enhanced learning):



Example of Protocol

Discussion Protocol for Faculty Meetings	
Protocol	Roles for Administrators and Teachers
Groupings	Administrator: Suggest having a variety of grade levels and disciplines in each group. Teachers: Four teachers per group.
Introduction (3 minutes)	Administrator: Introduce Discussion Focus question. Teachers: Teachers have three minutes to think about their practice and write initial notes in the discussion graphic organizer.
Discussion (8 minutes)	Teachers: Each person has two minutes to share their ideas and notes with the group. Those listening should be taking “listening notes” and asking any clarifying questions.
Reflection (2 minutes)	Teachers: After hearing from all members of the group, each teacher compares their initial ideas with their listening notes to write a brief reflection. Reflection should include any new or enhanced learning that was gained through the collaborative conversation.
Whole Group Share (3 minutes)	Administrator: Calls on two to three teachers to share take-aways from activity. The first time using this protocol, the administrator may want to lead a discussion with teachers on how it felt for them to go through this process as a learner and how they could use this protocol in their classrooms.

