

Tool kit

FOR TOUGH TIMES

We have amassed a collection of Learning Forward resources that support Joellen Killion's advice for helping your teaching staff get through these difficult times. Simply click the title of each resource to go directly to the download page, which is free with your membership, or available for purchase for nonmembers. Page 6 includes a discussion protocol to help you review and discuss resources with your team.

More resources are available in our searchable archives and Evidence Database.



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Demonstrators express their opinions in Los Angeles in February.

FOCUS ON THE TRANSITION PROCESS

ARTICLES

4 key strategies help educators overcome resistance to change
Tools for Schools, WINTER 2011

Blending together, step by step: Principal uses professional learning to combine two school cultures into one
JSD, JANUARY 2009

Research can build optimism about change
The Learning System, NOVEMBER 2007

Understand, anticipate the process of change
The Learning Principal, NOVEMBER 2005

10 do and don't assumptions about change
The Learning Principal, NOVEMBER 2005

Understanding change process key to changing practice
The Learning System, NOVEMBER 2005

Anticipate change: Design a transition meeting
JSD, FALL 2004

TOOLS

School's orientation to change
Tools for Schools, WINTER 2011

6 considerations for delivering a change message
Tools for Schools, WINTER 2011

BLOG POSTS

Professional learning resolutions for the new year
JANUARY 10, 2011

Make clear your theory of change
APRIL 1, 2010

Professional development change we can believe in
JULY 28, 2010

WEBINAR

Creating conditions for changes in practice

CREATE HONEST AND SAFE WORK ENVIRONMENTS

ARTICLES

Trust matters — for educators, parents, and students
Tools for Schools, FALL 2010

A learning community is built on trust
The Learning Principal, APRIL 2009

The trust factor: Schools change when coaches build relationships with teachers
The Learning Principal, FEBRUARY 2008

Math facilitator adds trust and multiplies effectiveness
Teachers Teaching Teachers, SEPTEMBER 2005

TOOLS

Let's get acquainted
A portrait of trust
Teachers Teaching Teachers, NOVEMBER 2010

Trust factors
Teachers Teaching Teachers, OCTOBER 2009

BOOKS

The life cycle of leadership: How to survive and thrive in today's schools
Learning Forward, 2010

Change, lead, succeed
NSDC, JULY 2010

BLOG POSTS

Make professional learning a joyful experience
AUGUST 9, 2010

Promoting effective teamwork means laying a solid foundation
JANUARY 5, 2010

MAXIMIZE RESOURCES

ARTICLES

The changing role of central office staff: Administrators provide a crucial link to learning resources
The Learning System, SPRING 2010

The husbandry of resources
The Learning System, MARCH 2009

The gift of time: School get creative to carve out collaborative time for teachers
The Learning Principal, NOVEMBER 2008

Role of the school-based coach: Resource provider
Teachers Teaching Teachers, APRIL 2007

No. 1 resource has a human face
Teachers Teaching Teachers, APRIL 2007

Time to learn from and with each other
The Learning Principal, APRIL 2007

Finding time for teams
JSD, JANUARY 2007

Dollars and sense
JSD, SUMMER 2003

What your district's budget is telling you
JSD, SUMMER 2003

Leading edge: Ask for more, but focus on doing better with what's at hand
JSD, SUMMER 2003

Think outside the clock: Create time for professional learning

How to find time

Schools that have found time

Districts that have found time
Tools for Schools, AUGUST/SEPTEMBER 2002

How to figure the cost of professional development
JSD, SPRING 2002

Cracking the calendar
JSD, SUMMER 2000

Time: It's made, not found
JSD, FALL 1999

TOOLS

Achieving NSDC's resources standard
The Learning Principal, DECEMBER/JANUARY 2010

Resources about time
Tools for Schools, AUGUST/SEPTEMBER 2002

BOOKS

Finding time for professional learning
NSDC, 2008

From the inside out: Learning from the positive deviance in your organization
NSDC, 2004

BLOG POSTS

Find strength in numbers
MARCH 30, 2009

WEBINARS

Stretching PD dollars

Creating effective teacher professional development in tough economic times

LISTEN DEEPLY

ARTICLES

Lessons from a coach: Listening can cultivate growth
Teachers Teaching Teachers, FEBRUARY 2010

Collaborative culture: Raise the level of conversation by using paraphrasing as a listening skill
JSD, SPRING 2008

Math coach adds listening skills to her repertoire
Teachers Teaching Teachers, APRIL 2006

Practice the discipline of committed listening
The Learning Principal, DECEMBER 2005

Listen carefully: Good communication skills build relationships that foster school improvement
Tools for Schools, OCTOBER/NOVEMBER 2002

TOOLS

Listen fully
Teachers Teaching Teachers, APRIL 2006

Listen to understand teachers' unique needs
Teachers Teaching Teachers, NOVEMBER 2005

Resources about listening
Listening fully
Tools for Schools, OCTOBER/NOVEMBER 2002

A discussion protocol

This protocol provides a means for a group to discuss a short reading, such as one of the resources provided on pp. 4-5. While this strategy works best for articles, it can be adapted for a book by breaking the book into chapters.



- 1 **Have an entire group read silently.**
- 2 **If the group is large, break down the larger group into smaller groups of five to six participants for this discussion.**
- 3 **Invite one participant in each group to begin by selecting one idea that they most want to share with others. There should be no dialogue during this sharing. *Time: 2 to 3 minutes.***
- 4 **In a round-robin fashion, the next person suggests another idea. Again, no dialogue during this sharing. *Time: 2 to 3 minutes.***
- 5 **Continue this until every participant has had an opportunity to talk. Continue doing rounds of sharing until participants have exhausted their comments or your time has expired.**

Source: Adapted from the National School Reform Faculty, www.nsrffharmony.org.