



Cycle Planning and Reflection Template

Cycle Components	Planning Notes	Implementation & Reflection Notes
<p>Focus <i>What is the next bitesize learning adults need to continue refining instruction? What will be qualitatively different about practice as a result of this focus?</i></p>		<p><i>Was this the right next bitesize step?</i></p>
<p>Rationale/Capacity Building <i>What activities, readings, or dialogue do I need to engage my teachers in so that they know why this is important and how to achieve it?</i></p>		<p><i>How engaged were teachers? To what extent did we meet our goals of the session? What worked well? What could I strengthen?</i></p>
<p>Collective Commitments <i>What can teachers achieve that is audacious but attainable between now and our next meeting? What specific look-fors will we be attentive to in practice? When will I collect data?</i></p>		<p><i>Did we surface shared criteria of success - look-fors - to guide implementation and data collection?</i></p>
<p>Implement/Enact <i>What, if any, new systems or calendar routines do I need to implement to facilitate success? How can I help protect the focus and remind and encourage teachers through the week(s) of implementation?</i></p>		<p><i>To what extent did we do what we planned? Why or why not?</i></p>
<p>Data Analysis <i>Where and how will I collect and store data? When will I analyze it? What percent of success am I looking for before I'll feel ready to move on with the whole group?</i></p>		<p><i>What is my data showing me? Are most teachers ready to move on and how do I know? Are there small groups or individual teachers who need more support?</i></p>