LEADERSHIP TEAM POST-WALKTHROUGH DEBRIEF AGENDA TEMPLATE

Opening
(7 min)
	1. Connection Question: <insert>
	
	2. Establish Roles
	    a. Facilitator: <insert>
	    b. Timekeeper: <insert>
	    c. Notetaker: <insert>
	    d. Norm Monitor: <insert>
	
	3. Review Norms
	    a. <insert>

Previous Next Steps (3 min)	<table><tr><th>WHO</th><th>WILL DO WHAT</th><th>BY WHEN</th></tr><tr><td><copy and paste from previous agenda></td><td></td><td></td></tr></table>

Celebrate Success
(10 min)
	Review our completed Walkthrough Tracker (template):
	1. What trending success or growth are we seeing - whole-school, by grade or dept., by look-for criteria - that is worth celebrating? How will we celebrate this growth with our team?
	    •
	
	2. Who are our positive outliers? How can we highlight/leverage their expertise?
	    •

Deepen our Analysis (15 min)	3. What trending gaps or opportunities are we seeing? In what ways can we address these gaps? Who will lead the response and when? a. Consider: small-group practice sessions, live modeling, co-planning/co-teaching, real-time coaching,

	presence for support, student whole-group reset, etc. • 4. Who are our teammates in need of more intensive support? What could that support look like, who can provide it, and when? •

Action Plan
 (at least 20 min)
	5. Spend the next <mark>##</mark> minutes drafting your response plan based on our discussion above. When you have finished drafting your response, paste a link to your plan here:
	
	 •
	
	 6. Feedback:
	    a. Peer Feedback: What is effective? What could be enhanced?
	    b. Batch Feedback: Any trends/patterns that will improve the quality of our plans?
	
	 •
	
	 7. (If Time) Take It Live! Protocol, in pairs:
	    a. Practice (4 min)
	    b. Feedback (2 min)
	    c. Re-Do (1 min)
	    d. Switch & Repeat (7 min)

Closing
 (5 min)
	8. Follow-Up
	    a. Closing Reflections
	    b. Set Goal for Next Week
	
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	 9. Next Steps
	
	 <table><tr><td>**WHO**</td><td>**WILL DO WHAT**</td><td>**BY WHEN**</td></tr><tr><td></td><td></td><td></td></tr></table>