TOOL

PEER LEARNING COMMUNITY
Reflection, Documentation and Planning

Facilitator: _____ **School/Center:** _____

Today's Date: _____ **Date of the Peer Learning Community**:_____

Reflect Before Planning

Use the questions below to help guide you as you reflect on your peer learning community. Your reflections here will guide your planning of the next session.

Reflect About Your Last Peer Learning Community

Participant Engagement: How energized and engaged were participants?

Group Dynamics: How well did participants analyze their practice, share different perspectives and collaborate for improvement? Note strengths or challenges in the group dynamics:

Participant Learning: Did participants advance their knowledge of teaching and learning? Did they struggle to understand or change their practice? Will your team be able to make changes to its practice as a result of this PLC? What are the next steps your peer learning group identified to improve practice?

Facilitation:
Emotional, organizational and instructional support strengths I used while facilitating were:

I plan to improve my facilitation of the group by:

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Facilitator: _____ **School/Center:** _____

Today's Date: _____**Date of the Peer Learning :** _____

Community:_____

Reflect Before Planning

Use your prior reflections to help guide you as you plan your next peer learning meeting.

Plan Your Next Peer Learning Community		
Learning Objectives or Focus of This Session:		
Description of Learning Activities and Notes on What the Facilitator Will Say and Do:	**Materials or Resources**	**Time**
Opening Moves: Review Group Norms: Advance Organizer/Provide Clarity of Learning Objectives: Introductions and/or Icebreaker:		
Main Discussion: **Format and Protocol:**		
Additional Agenda Items or Discussion Questions:		
Closing Moves: Summary and Consolidation of Learning: Planning for the Next Peer Learning Group:		
Other Thoughts or Plans for this PLC:		