

Professional Learning Teams

Professional Learning Teams are ways for educators to work in cooperative groups to identify issues and goals, research professional literature, share experiences and problem solve in real situations. There are many different configurations for learning teams. Team members work collaboratively in a disciplined manner to focus on a central issue that they want to learn more about for a specified length of time.

Guidelines for Establishing a Learning Team

Establish an issue or need that a group of three to six teachers are interested in exploring.
Agree to meet for a minimum of one hour a week for a minimum of four times.
Study the best research and practices in the field.
Establish a facilitator for each session and rotate the facilitation of sessions.
Reflect and share experiences.
Keep attendance and maintain a journal.

Facilitator Responsibilities

Lead and facilitate the Learning Team
Complete a Team Meeting Log after each session
Collect/submit "Learning Team Evaluation"

Participant Responsibilities

Attend each session prepared and ready to learn.
Read, discuss, reflect on professional material.
Try new strategies, techniques
Complete a "Learning Team Evaluation" at the conclusion of the learning team

Common Ground Rules, Topics, and Examples

Type of participation	Active participation by all All ideas are good
Nonnegotiable Items	Meeting beginning and ending times
Role Assignments	Recorder Facilitator Timekeeper
Confidentiality Issues	Confidentiality is expected All conversations stay within the team
Behavior Boundaries	One person speaks at a time Minimize side bars *No interruptions

Team Meeting Log

Name of Team:

Date:

Length of Session:

Facilitator:

Recorder:

Members Present:

Purpose and Intended Outcomes

Reflection (pertaining to discussion, actions taken, etc.)

Assigned Tasks

Planning for Next Session

Purpose and Intended Outcomes:

Next Session Date and Length of Session:

Facilitator:

Recorder:

Learning Team Evaluation

Directions: Complete the following evaluation summarizing your personal insights related to the learning team experience. Rate the following statements according to the given scale.

	Agree		Neutral		Disagree
	5	4	3	2	1
1. The learning team experience provided me with opportunities for personal growth.	5	4	3	2	1
2. The assigned work required between sessions was manageable and worthwhile.	5	4	3	2	1
3. Because of my participation on this learning team, I have begun using new strategies in my daily practice.	5	4	3	2	1
4. I would recommend that others consider being part of a learning team.	5	4	3	2	1

Describe the best part of the learning team experience for you.

What have you taken away from this experience that will become part of what you do as a professional?

Recommendations for future learning team experiences.