



REGIONAL COMMON CORE SPECIALIZED CONTENT WORKSHOP

Developing High-Performing Collaborative Teams

Facilitated by: Susan Sparks Many

Venue: Teacher Resource Center, 801 Coronado, Los Lunas, NM 87031

Dates: Tuesday & Wednesday, February 17 & 18, 2015

Solution Tree, in collaboration with Knowledge Delivery Systems, invites you to attend this free REGIONAL CONTENT WORKSHOP sponsored by NM PED and hosted by the Los Lunas Schools.

OVERVIEW

Collaborative teams are the essential building blocks of professional learning communities. Explore the attributes and actions of high-performing teams and gather tools and strategies to increase effectiveness as team members and facilitators. This interactive workshop is designed to support both individuals and teams as they work together to answer the critical questions of student learning.

Participants will:

- Assess and increase skills in facilitating and leading collaborative teams.
- Learn what it takes to move from congenial teams to collaborative teams
- Use strategies and tools to promote collaboration and focus the work on results.
- Align structures and processes with intended results and team products
- Inspire trust and increase communication through effective interpersonal skills.
- Increase confidence in facilitating difficult conversations and managing conflict.

Participants will experience interactive processes and work together to develop a plan for bringing the learning to their own team and school. Each day will include time for reflecting and processing the facilitation modeled.

PARTICIPANTS

Common Core regional content workshops will be open to all teachers/educators) from the districts in Common Core Region 3 (Central New Mexico) who have chosen to send a Common Core PD Team and/or representative to the two regional mentoring sessions in October & January.

MAXIMUM ATTENDEES

Registration will be accepted on a first come, first serve basis until the **maximum capacity of 150** is met. After that, interested attendees will be placed on a waiting list and contacted when a space becomes available. Please be considerate of your colleagues and if you are registered and find out you cannot attend, please contact Yleana Baca immediately (see contact info below).

TO REGISTER

Districts are encouraged to send a complete roster of intended participants to Yleana Baca, NM CCPD Project Manager, at Yleana.baca@solution-tree.com. Please include the following information for each attendee:

Name
School
Email Address

Title/Position
School District
Phone Contact

AGENDA

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| Day ONE Welcome and Overview | Purpose of the workshop, process and agenda, norms for working together, and check-in (include expectations at tables and a report out) |
| Connecting and Debriefing | Activity to connect to topic and to each other. |
| Team Development | Stages of team development. Characteristics of effective teams. |
| From Congenial to Collaborative | What teams in learning communities do differently? |
| Focusing on the Right Work | The work of teams. How does a team stay focused and measure success? How do you set goals, create purpose, and design agendas? What can we do to foster a culture of accountability? |
| Lunch | |
| Trust in teams | Behaviors that bust and build trust in teams. How do we create a culture focused on increased learning for students and improved performance for adults? |
| Communicating for Effectiveness | Norms to increase team effectiveness and allow teams to address difficult issues? How do we hold ourselves and each other responsible to our commitments and norms? |
| Feedback and Closure | Evaluate the effectiveness of the learning and the day |

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| Day TWO Reconnect | Provide overview and results from Day One. Model feedback from evaluation and highlight questions, concerns and/or adjustments. |
| Celebrations | Motivating others |
| Structures and processes aligned to results | Agendas, Minutes, Tools, and protocols. What processes will assist us as we work? |
| Decision-making | How do we reach agreement? What does consensus mean? |
| Roles and Responsibilities | Teams define roles and determine who does what. Exploring leadership qualities of team members. |
| Lunch | |
| Conflict and Difficult Conversations | What are the different types of conflict and how do we address differences as we work together? What process will help us address a difficult issue? |
| Developing action steps and a plan | Bringing back our learning to our teams |

Facilitator Bio for

Developing High-Performing Collaborative Teams Workshop



Susan Sparks Many

Susan Sparks Many provides professional development for building and sustaining professional learning communities and strengthening skills for effective teaming. Her extensive experience as an education leader includes service as a teacher, staff developer, and executive director. She worked in four different Boards of Cooperative Educational Services (BOCES) in Colorado and received state recognition for her work in standards-based education. Susan retired as executive director of the Front Range BOCES for Teacher Leadership, where she served 19 metro area school districts and the School of Education and Human Development at the University of Colorado Denver.

Her workshops and presentations focus on impacting results through interpersonal effectiveness, facilitating difficult conversations, and creating collaborative teams. Known as a results-based facilitator, Susan assists teams with developing skills to collaborate and increase student achievement.

Susan's passion for empowering educators is evident in every aspect of her work. Her areas of expertise include consensus building, decision making, contract negotiations, conflict resolution, strategic planning, and professional learning communities.

Susan earned a Bachelor of Arts degree and teaching certification from Western State College of Colorado and a master of arts and administrative license from the University of Northern Colorado.

Susan is one of the co-authors in the book, *The Collaborative Teacher*, and has presented professional development in the following topic areas:

- Impacting Results Through Interpersonal Effectiveness
- Creating Collaborative Teams
- Navigating Change and Transitions
- Facilitative Leadership
- Facilitating Data Conversations