



# 7 Tools for Collaboration

## Pause

before responding or asking

## Paraphrase

to clarify intentions

## Pose Questions

to explore and specify thinking

## Put Ideas on the Table

the heart of meaningful dialogue

## Pay Attention

to self and others

## Provide Data

qualitative & quantitative;  
explore, analyze, & interpret

## Presume Positive Intentions

We all want what's best for kids!

"SO, IT'S IMPORTANT TO YOU THAT..."

"WHAT, SPECIFICALLY, DO YOU MEAN BY...?"

"HERE IS ONE IDEA..."

"ANOTHER POSSIBLE APPROACH MIGHT BE..."

"TAKING THAT ONE STEP FURTHER..."

"WHAT IMPACT...?"

"WHAT DOES THE DATA SAY...?"

**CONVERSATIONAL**

**MOVES**

DISCUSSION LEADS TO DECISIONS  
DIALOGUE = FREE EXCHANGE OF IDEAS  
MAKE TIME FOR BOTH.

## PLC GUIDING QUESTIONS

1: WHAT DO WE WANT OUR STUDENTS TO KNOW?

2: HOW WILL WE KNOW IF THEY HAVE LEARNED IT?

3: WHAT WILL WE DO WHEN THEY HAVEN'T LEARNED IT?

4: WHAT WILL WE DO WHEN THEY HAVE?

