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| Look Fors\*:*Exploration Meeting* |  |
| *Look Fors* identify best practices teams and staff use to facilitate meetings, learning exercises, and coaching sessions. Items are recorded as observed or not observed during the session with an example of the behavior or permanent product observed. Observation data are used to guide feedback and support in order to improve facilitation of various implementation activities. |

***Exploration Meeting*** Look Fors\*

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| **SISEP State Liaison:** |  | **STS(s):** |  | **Date:** |  |
|  |
| **Meeting Participants:** |  |
|  |
| **Lead Facilitator(s):** |  | **Observer:** |  |
|  |
| **State/Region/District:** |  | **Meeting Topic:** |  |
|  |
|  |
| **Enter Meeting Agenda below:** |
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| **Directions:** Insert an “x” or “✓” in the box to indicate that the behavior was observed and/or notes are included. In the section below the item, include behaviors observed or permanent products that serve as examples of the item. As a reminder, **Look Fors do not produce scores but instead serve as guides for coaching support.** |

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| **Meeting Foundations** |
|  | Appropriate agency (e.g., state, regional, district, school) **representation** invited and in **attendance** (sign in sheet): |
|  | *Behaviors or Permanent Products Observed:* |  |
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|  | **Roles** assigned and used (e.g., Facilitators, Note Taker (for all levels), timekeeper): |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | Process to **record items** to **discuss** in next or **future meetings** is used: |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | Meeting is **conversational** in nature(e.g., rapport building) with **exchange and sharing of information** by |
|  | agency representatives: |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | Facilitation activities used to **engage all voices** of meeting participants (e.g., use of nominal group process, small  |
|  | group activities) |
|  | *Behaviors or Permanent Products Observed:* |  |
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| **Meeting Content** |
|  | **Meeting goals** and **objectives** arereviewed and agreed upon: |
|  | *Behaviors or Permanent Products Observed:* |  |
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|  | **Rationales** for meeting objectives provided as introduced: |
|  | *Behaviors or Permanent Products Observed:* |  |
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|  | **Purpose** of the Implementation Capacity Development work is **clearly stated**: |
|  | *Behaviors or Permanent Products Observed:* |  |
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|  | **Explicit connections** to needs for implementation practices are made when appropriate (e.g. connections made to current work, outcomes of previous efforts to use evidence-based practices). |
|  |
|  | *Behaviors or Permanent Products Observed:* |  |
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|  | **Ways or How of work** accurately described (e.g., “nothing about you without you,” “shoulder to shoulder,”  |
|  | monthly training and coaching onsite at regions, districts, and buildings): |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | **Intended benefits** of engaging in the partnership are clearly stated (e.g., outcomes, resources) |
|  | *Behaviors or Permanent Products Observed:* |   |
|  |  |  |
|  | **What is required** on the part of the agency is accurately described: |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | **Mutual Selection** is clearly described: |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
| **Tools for Decision-Making** |
|  | **Data** were **used** to guide all **decision making**: |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | **Information** is gathered during exchange to **assess** informally**:**  |
|  |  | ***Need*** |  | ***Fit*** |  | ***Feasibility*** |  | ***Capacity*** |
|  | *Behaviors or Permanent Products Observed:* |  |
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|  | Clear meeting summary of **identified next right steps** on part of the team leading exploration work (e.g., schedule next meeting, leave resources) is reviewed. |
|  |
|  | *Behaviors or Permanent Products Observed:* |  |
|  |  |  |
|  | Time is scheduled to engage in **Study and Act** (e.g., Debrief) for identification of implications for the specific team being met with and actions of the facilitators. |
|  |
|  | *Behaviors or Permanent Products Observed:* |  |
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| **Comments/Notes/Recommendations:** |
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