Discussion Tools for Meetings

The following are sample processes/tools that can be used in meetings and other forums to aid discussion.

Every discussion/activity needs:
- A clear introduction regarding the background, purpose and rationale for the discussion/activity
- Clear processes and meaningful engagement
- An opportunity for personal reflection
- Small group sharing/discussion and (selected) feedback from groups
- Validation of input
- Ongoing communication and follow up

Tools:
- Snapshot or ‘Check-in’ process
- 3-2-1
- Personal response/Small Group Feedback
- Y-Chart
- Force Field
- How Do Parents Contribute to Shared Decision-Making
- Strategies for Enhancing Collaboration
- Did We Hit the Mark?
SNAPSHOT/ ‘CHECK-IN’

[5 minute input and feedback]

This mini snapshot can be used for every meeting – it can be a 5 minute “check in’ about any issues of importance to your group, for example school harmony, learning processes or even strategic directions.

Identify areas related to your work that you would like feedback on, for example building community and identity, student learning and/or well-being, safe and supportive school community, parent and community engagement, communication.

Ask members: What made them proud or what did they perceive as working well in that area over a specified period of time (eg a week or term); what did they perceive to be not working as well; what could be done to fix it?

For example:
• What made you proud of our school this week/month/term?
• What didn’t work so well over the last week/month/term?
• What could be done to fix it? (This question doesn’t need to be asked at every meeting, especially if you are using this tool regularly. Save it for when you have a range of issues that need to be explored in more depth)

Use 2 min personal reflections, 5 min pair-share activities, or longer time frames to tease out specific issues.
3 - 2 - 1 Activity

Your Question: ........................................

<table>
<thead>
<tr>
<th>3 Ideas</th>
<th>2 Insights</th>
<th>1 Question</th>
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Personal response/ Small Group Feedback

What squares with my thinking?

What’s around in my head?

What will I share?
Y Chart

What have you seen, heard, felt about …
# Force Field

<table>
<thead>
<tr>
<th>Positive / Driving Factors</th>
<th>Positive/ Impinging Factors</th>
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# How Do Parents Contribute To Shared Decision-Making In Our School?

<table>
<thead>
<tr>
<th>Opportunities to be Involved</th>
<th>Opportunities for Two-Way Learning</th>
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<tbody>
<tr>
<td><strong>Teaching and Learning Programs and Initiatives</strong></td>
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<td><strong>Pastoral Care and Well-Being Programs and Initiatives</strong></td>
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<td><strong>Religious Education, Faith Formation and Social Justice Programs and Initiatives</strong></td>
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### Strategies for Enhancing Effective Family and School Collaboration

Which practices currently foster the involvement/engagement of parents in collaboration & shared decision making?

<table>
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<th>Successful communication practices</th>
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<th>Shared decision making strategies</th>
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<th>Ways to improve these processes</th>
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Did We Hit The Mark?

Has this activity increased your level of understanding of

........................................................................................................................................

Where along the continuum?  Yes ____________________________________________ No

I would like more information or more time towards learning about ....

What new issues have arisen as a result of this activity?