Distributed Leadership Observation Tool

**January 2019**

**Instructions**

The *Distributed Leadership Observation Tool* provides a structure for a process observer or coach to collect data during distributed leadership (DL) meetings. A DL meeting is any meeting where individuals within an organization come together at the request of the leader who is “enlisting others to advance a vision through the purposeful alignment of practices that are grounded in shared mission, beliefs, values and goals.” This may be a leadership team meeting, a curriculum team meeting, or a grade level meeting.

The Tool is intended to be used in conjunction with the *Distributed Leadership Agenda Template*, which enables leaders to communicate and employ a consistent framework for DL meetings.

* ***Step #1*:** The meeting facilitator shares an agenda with the observer/coach.
* ***Step #2*:** In each row, the observer/coach records observations from the meeting that are aligned to the meeting element.
* ***Step #3*:** The observer/coach reviews the recorded observations and makes suggestions for what the meeting facilitator may want to keep doing and start doing and identifies wonderings for the facilitator to reflect upon.

**Examples:**

* + Keep doing \_\_\_\_\_, because \_\_\_\_\_\_.
    - This is used to reinforce observed behaviors that are consistent with the identified criteria for a meeting element.
  + Start doing \_\_\_\_\_, because \_\_\_\_\_\_.
    - This is used to suggest behaviors that may not have been present during the meeting but are consistent with the identified criteria for a meeting element.
  + Wondering why \_\_\_\_\_\_\_.
    - This is used to identify behaviors that were observed that may have appeared to be off task, unhelpful for advancing the agenda or unrelated to the meeting elements and criteria.
* ***Step #4:*** Additional observations may be noted and discussed. These may include observations on items such as pacing, norms or content that may be useful to the facilitator.

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| Meeting Element & Criteria | Observations | Keep Doing | Start Doing | Wondering |
| 1. Adherence to a Protocol   Meeting protocol is clearly presented and adjustments are made to the existing timeframes as appropriate. |  |  |  |  |
| 1. Next Actions Review   Commitments that were made by each participant and the team during the prior meeting are reviewed. Commitments are renewed if they have not been met. |  |  |  |  |
| 1. Status Update   Update of work is presented and aligned to school goals. Accomplishments are identified to celebrate work aligned to school mission, values, beliefs and goals. Challenges are identified as starting points for conversation to surface tensions. |  |  |  |  |
| 1. Surfacing and Resolving Tensions   Team members identify and prioritize tensions that need processing in order for the work to move forward. The bulk of the meeting should be spent resolving tensions consistent with shared mission, beliefs, values and goals. |  |  |  |  |
| 1. Decisions and Next Steps   Clarity is provided around (1) what is being commited to being done, (2) by whom, and (3) by what date. |  |  |  |  |
| 1. Reflection   Participants reflect on the meeting by identifying pluses (areas that went well) and deltas (adjustments to consider for future meetings). |  |  |  |  |

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| Additional Observations |  |

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