

Consultation Tip Sheet

Most of the ESP faculty provides consultations during the week of Summer Seminar. Since many of them charge a fee for this service outside the Seminar, this is a great opportunity to benefit first hand from these experts. Below is a recommended order to prepare for your consultation, so you and your team might reap the most benefits from this unique element of Summer Seminar.

1. Determine your team's areas of concern

Discuss with your teammates which partnership issues you would like to focus on. For example, you might want to look at student assessment, program evaluation, professional development or sustainability.

2. Determine which consultants can best address your areas of concern

Review the descriptions in the Seminar binder to see which consultants cover your area. Most consultants cover more than one area, and more than one consultant covers most areas.

3. Sign up for consultants outside the ESP office

From Sunday, July 19, until 3pm on Monday, July 20, teams may sign up for only 1 consultation session, anytime during the entire Seminar week. After 3pm on Monday, July 20, teams may sign up for any remaining available consulting sessions.

4. Prepare questions before your consultation

Some general questions might resemble:

- Given our situation, what are some strategies we can use to make the partnership stronger?
- What barriers should we expect to face when implementing your recommended plan?
- What do you see as the strengths of our partnership, and what do you feel are our weak spots?
- Can you recommend any resources (books, websites, other consultants) who also can help us with this matter?

Some examples of specific questions could be:

- What would be an effective curriculum to connect different grades within the same school?
- How can we improve teacher buy-in for our partnership?
- What are some techniques to help teaching artists understand assessment?
- What strategies would you suggest to strengthen connections to the community?
- How can we help the leaders in our partnership be more effective managers?
- How might we augment our current fundraising activities?
- How can we create a simple evaluation plan that measures the impact of our program?
- What can we do to build trust among the various stakeholders resulting in a shared vision of the partnership project?

5. Show up to your consultation at the correct location at the appointed time

Be prepared to take notes. Determine if your team members will contribute equally to the discussion, or if one person will speak for the group.

6. After the consultation, review your notes as a team, and make an action plan

You may choose not to implement everything your consultant suggested, but your team should discuss what ideas they found to be the most pertinent. If you've come to a new understanding of other partnership challenges, this might help you seek out another consultant with another specialty area.