

Summer Seminar '09
Peer to Peer Team Preparation Procedure



Tuning Protocol

Focus: Straight forward review of a topic of Inquiry, with different types of feedback.

Unique Elements: Allows for “Warm,” “Cool,” and “Probing” questions.

Limitations: Responders must be mindful not to mix Warm and Cool feedback in the same comment. (Generally, people remember only the “Cool” portion of a comment, so “Warm” comments need to stand alone, too.)

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| 10 minutes | Introduction <ul style="list-style-type: none">• Facilitator briefly introduces protocol goals, guidelines, and schedule.• Participants briefly introduce themselves. |
| 15 minutes | Presentation by Inquiry Team <ul style="list-style-type: none">• Responders are silent.• Context – Essential facts about the partnership• Inquiry question |
| 10 minutes | Clarifying Questions <ul style="list-style-type: none">• Responders ask clarifying questions to fill in any gaps of information, such as background info on the partnership or definitions of any terms that are not clear. |
| 5 minutes | Pause to Reflect on Warm and Cool Feedback <ul style="list-style-type: none">• Responders may take a couple of minutes to silently reflect, and take notes, on what they would like to contribute to the feedback session. |
| 20 minutes | Warm and Cool Feedback <ul style="list-style-type: none">• Responders share feedback while the Inquiry Team is silent. They begin with ways in which the work seems to meet the goals, and continue with possible disconnections and problems. These don't need to be in tight sequence, but participants should always begin with some positive feedback.• Some groups prefer this structure<ul style="list-style-type: none">• 5 - 7 minutes of ONLY “warm” or positive feedback (“What are the strengths here?”),• 5 - 7 minutes of ONLY “cool” or more critical feedback (“Where are the gaps?”; “What are the problems here?”)• 5 - 7 minutes of “probing,” or reflective, questions for the presenting teacher to consider.• Important! Responders must state warm and cool feedback separately (pausing and letting another person respond between warm and cool feedback). Mixing warm and cool feedback in the same idea (the same sentence or the same moment) reduces the value of both the supportive and critical comments expressed.• The facilitator may need to remind the participants of the presenter's Inquiry Question. |
| 20 minutes | Reflection & Discussion <ul style="list-style-type: none">• Inquiry Team speaks to those comments/questions they choose to, while responders are silent. This is NOT a time to defend oneself, but a time to explore further interesting ideas that have come out of the feedback section.• At any point, the presenters have the option to open the conversation to the entire group. |
| 5 minutes | Debrief <ul style="list-style-type: none">• Facilitator-led open discussion of this tuning experience. |