

## PLC Kick Off Plan

**Part I:** Generate at least 2-3 personal SMART goals for addressing both Step 0 work and facilitator skills. For example, By September 2018, my team will have clarity around the protocols (e.g., norms, roles, PLC Guiding Questions) that guide our PLC work. OR By December 2018, I will use effective consensus building techniques to ensure that all key stakeholders have a voice in decision-making.

<b>Step 0 &amp; Facilitator Skills SMART Goal:</b>	
1.	
2.	
3.	
1. How do you plan to monitor your goals?	
2. How will communicate your goals?	
3. What materials are needed to achieve your goals?	

**Part II:** Develop a PLC Kick Off Plan for your team that includes setting up essential components of step 0.

<b>PLC Collaborative Dates &amp; Times</b> (if available)	<b>Desired Outcomes</b> (What do you hope to accomplish by the end of this meeting?)	<b>Engagement Strategies/Activities/Desired Outcomes</b> (What activities and engagement strategies will you use to facilitate desired outcomes?)	<b>Resources Needs</b> (materials, supports, articles, etc.)	<b>Evidence</b> (Artifacts)
Meeting 1				
Meeting 2				
Meeting 3				

### **Part III: Reflection:**

1. How do you feel about your Kick-Off Plan for Step 0? Will it be effective and implemented with success?
2. What Step 0 barriers do you anticipate while facilitating this work, if any? How does you plan address these anticipated barriers?
3. How are you going to celebrate small win? How is this addressed in your plan?