

The Feedback Protocol

45 min.	WHAT	HOW
2	Opening	Facilitator reviews protocol and adjusts time as desired by presenter or as fits the group. The group may decide to spend more time on the preparation section or in the discussion. Timing also depends on how many are in the group.
5	Presenter Introduces Artifact	<p>Presenter frames the artifact—the lesson plan, agenda draft, video, or transcript—and offers contextual information.</p> <ul style="list-style-type: none"> The presenter can ask for feedback or input in one area. The presenter can ask for a tool to use used—such as a rubric for assessing lesson plans, the team facilitation planning tool, or a coaching rubric.
5	Clarifying Questions	<p>Group asks presenter clarifying questions.</p> <ul style="list-style-type: none"> Clarifying questions are yes–no or require very short answers. The facilitator needs to interrupt if probing questions are asked and can remind the group that probing questions can be noted and raised during the discussion.
10–20	Presenter Shares Artifact	Group reads agenda, lesson plan, or transcript or watches video.
10	Group Reflection	<p>The group silently reflects on the presenter’s artifact and prepares for discussion.</p> <p>The group can use the assessment tool at this time if it was requested. It’s appropriate for group members to note questions and comments to contribute in the discussion.</p>
18	Group Fishbowl Discussion	<ul style="list-style-type: none"> Presenter moves his or her chair outside of the circle and can take notes if desired. The facilitator reminds the group of the presenter’s specific request for feedback if relevant. The facilitator opens this section by inviting each group member to share his or her observations of the artifact. Following each group member’s sharing, the group can engage in an unstructured discussion. Facilitator may take actions to ensure equity of participation.
1	One Minute of Silence	Group holds 1 minute of silence so that the presenter can collect his or her thoughts and return to the group.
6	Closing	<ol style="list-style-type: none"> Presenter shares any reactions, insights, feelings about protocol or what was said; he or she doesn’t need to respond to questions that were raised in the group discussion. Group reflects on process.

