

# 125: Attend to the Details (PD Book) (FINAL)

[00:00:00] **Elena:** Hello and welcome to the bright morning podcast. I'm Elena

[00:00:08] All right, friends. I hope you already know this, but the PD book that I wrote with Laurie Cohen comes out next week. This is my seventh book and it is supposed to be shipping on May 24th. That is again, the PD book seven habits that transform professional development.

[00:00:31] And I cannot wait to see it. I can't wait for you to see. And during this month of may, I've been doing a series of episodes for you that focus on designing and facilitating PD of course, connected to this big event, the forthcoming book. In each of these episodes, I'm talking about one habit that can enable you to create transformative.

[00:00:58] And I want to make sure that you know, that if you pre-order the book and that means you've got about a week left for pre-orders. , then you get access to a training in which you can develop the skills that I'm describing in this episode. So check out the show notes. The link is there for how to pre-order so that you can access the training.

[00:01:22] And if you have already pre-ordered thank you. I know you're going to want this book. And so pre-order it now. Okay. Folks. So in this episode, focused on attending to the details I am going to help you get even more bought into the reasons behind this habit. I'm going to invite you to reflect a bit on your own experiences.

[00:01:49] I'm going to share a couple of strategies that you can start using right away to attend to the detail. And I'll leave you with some reflection questions to help you in your learning about designing and facilitating professional development. So that's what we're going to get into. But before we get started, I just want to thank Michelle L from Washington, who is a podcast supporter.

[00:02:14] Thank you. And I also want to extend a heartfelt thank you to our listener who uses the username on apple podcasts. K H J teach for reviewing this show and this person wrote, this is a. Best practices in human interaction. As a wife, mother, or educator, I apply so much of what I learned from Elena. Her approach has practical and her guidance meets people where they are in their journey in effective growth, focused interaction with others.

[00:02:57] So thank you so much for that beautiful review. And folks leaving a review is super easy. It doesn't cost you any money. And it's just a really powerful way to support the show. And personally, to support me, I really value your reviews. They are affirming and nourishing, and they also are feedback to help me figure out what you want.

[00:03:20] More of what's resonating. What's helped. Okay. So let's get into this episode now on attending to the details. I want to give you a little context when Lori and I began brainstorming this book, we landed on this idea of habits. Again, the book is called the PD book seven habits that transform professional development and.

[00:03:43] We landed on this idea that there are behaviors or habits that you can internalize so deeply that they become automatic. And really they result in great PD in PD that changes practice in PD that is joyful for all. So we landed on the seven foundational things that you can. Seven sets of actions, behaviors that lead to transformative PD.

[00:04:13] And this is actually one thing I want you to know right away. You can do this. You can create transformative PD. It's not magic. It's not rocket science and Laurie. And I again, narrowed it down to the seven big chunks of things that you can do, and that you can internalize to the point where you don't need to laboriously think them.

[00:04:35] And so, as I said today, I'm focusing on this habit of attending to the details. And I want to start here. Do you consider yourself to be a detail oriented person, maybe on a scale of one to 10, how detail oriented do you feel like you are? Maybe 18 years ago, 20 years ago, when I started doing PT, I might've said I'm a two, maybe a three.

[00:05:09] I would have said I am not a very detail oriented person. I'm really big picture oriented. I start there. I end there, I love being in the big picture thinking. Often remember a moment about 15 years ago or so I was starting to really do a lot of PD and I was on a team of leadership coaches in the Oakland public schools.

[00:05:34] And we were charged with planning a week of PD for the districts principals. And I sat down with the other four coaches on my team to start planning. And my mind was starting to run through. Are the outcomes for this time? What do we want them to walk away? Being able to do and to know what are the goals?

[00:05:53] And my teammate Davina said, I think this was maybe the very first thing she said, what time do you think we should have lunch? 11 30, 12, 12 30. And I just remember feeling kind of amusingly stuck. It seemed really funny to me that we were thinking so different. And it kind of said something about that, like jokingly and Davina said, you know, we need to get in touch with caterers right away, and we're going to need to tell them immediately what time we want them to see if they have availability in their schedule, because they get really booked up.

[00:06:31] And I had this moment when I realized then. If she hadn't said that, or if I was planning the PD by myself, it could have been a day before, a week before the event started. And I might've realized that I hadn't ordered lunch. And then I would have been scrambling around frantically trying to find K2. So it was a moment when I had this insight into myself and how I plan and, I will say, I have learned how to do details.

[00:07:02] I used to say, oh, I'm not going to details, but now I recognize I am. I have learned I can do details. I'm good at details. And there are some very simple and straight forward steps that you can take to improving your skills around details. But before we get to those steps and those strategies, I just want to pause and see how bought into this idea of details.

[00:07:33] This habit, how bought into it. ' cause sometimes people think about details as being trivial, but they aren't in the end, so much of the success of a PD session comes down to detail. Here's an example. I want you to imagine this, you have an incredible small group activity planned, and maybe it has super powerful intended outcomes.

[00:07:59] And you know, that this activity is really going to support your learners. But if you haven't thought through things like how people are going to move around to group themselves and sit together and be able to talk to each other and hear each. And have space for their chart paper and make sure that all the markers have ink in them and make sure all the instructions are clear and readable from wherever people are sitting.

[00:08:27] Then that vision that you had for that activity might not materialize because you just didn't attend to the details. Let me give you another example. We know that in order to. We need a certain level of psychological safety learners need a certain level of psychological safety learners need to feel some amount of trust in the other learners that they're learning.

[00:08:54] They need to have a level of trust in their facilitator. They need to know that there'll be listened to by other learners by the facilitator. So a PD facilitator has to think about how to cultivate relationships amongst people. Now imagine that you're going to facilitate a PD session for teachers from across the district who might not know.

[00:09:20] Building relationships starts from the moment they arrive when they walk in the door and they write their name on a name tag. And when he decide where to sit or they're told where to sit, when they sit down at that table. And in those first five minutes before you start, they. Awkwardly or maybe not awkwardly introduce themselves.

[00:09:45] And then they chat and everything happening in those first five or 10 minutes can either build community or sometimes it can undermine community. So what you do as the facilitator, when it comes to those details in that little bit of time makes a big difference. It makes a big difference in the over all experience in folks' ability to begin developing the psychological safety that is absolutely necessary for learning.

[00:10:19] So I want to share a strategy now with you that I use for attending to the details that is invaluable. And the strategy is that I visualize every single thing that will happen in a PD session. And you could try this right now for an event or a workshop or a meeting that's coming up, that you're going to be leading.

[00:10:45] Imagine yourself arriving at the location, setting your stuff down, setting up the space. Moving things around now, imagine people arriving, what do they do when they walk in the room? Where are you, what are they invited to do as soon as they arrive? How do you greet them? How do you cue people about when the event starts?

[00:11:18] Is there a countdown timer projected somewhere? Were you standing? What's the very first thing you say, who are you looking at? So keep going, imagining that imagining every moment that you planned on your agenda and envision what you are doing and what participants are. When I do this, I feel like I'm watching a movie of the PD event sometimes.

[00:11:49] Like in real time it can take a while and I can see all the details I need to attend to. So often I'm jotting things down like, oh yeah. Make sure that the markers are next to the name tags. That there's an exemplar. They're demonstrating what I want people to know. And so I see things that I didn't anticipate when I was scripting out my agenda.

[00:12:15] Things like how supplies are distributed or once they create their charts, where do they put those papers or how I'm mixing people up so that folks get to work and interact with people that they don't often see. It just really helps me to recognize all those details I need to attend to. And then.

[00:12:37] That visualization leads me to another key strategy for attending to the details, which is the checklist. I love checklists. Checklists are everything. Now in the PD book, you are going to get the checklist for attending to the details in professional. It is massive and invaluable and it is brilliant. And you will likely add your own items to this PD checklist based on what it is you are designing.

[00:13:11] And so when I visualize an event, like I was just describing to you, I always, I see all these things. Like I need to add tape to my supply box or create the Slido poll for the questions or make a new music playlist for that time, when folks are coming back from. Okay, you get the idea. So that was just a couple of strategies, visualization, and the checklist for how to attend to the details.

[00:13:37] And again, this is one of the seven habits to transform PD. So there's a whole chapter about it in the book. And so just a reminder, if you haven't yet ordered it, maybe pause this episode. Click on the links in the show notes, jump over there. Pre-order it. And thank you to those who already have pre-ordered it.

[00:14:01] Okay. So I want to leave you right now with an invitation to recall an event where you felt like the facilitator or the host really attended to the detail. And this could have been a professional experience or something like a party or a gathering. And you just felt like, wow, they thought of everything.

[00:14:28] Everything was thought through. And I really hope that you can call to mind such an event where you were a participant or a guest. Cause I want you to think about how it made you feel. How did it make you feel about the host? About your overall experience? When I recall those kinds of events, where I felt like the details were really attended to my emotional memory is a feeling like I was really cared for.

[00:14:59] Like in a professional context, I was really cared for as a full human being and my many needs were attended to, I was seen as both an individual and a group, you know, sometimes your individual needs. Can be overlooked when people don't attend to the details. And so all of that just allowed me to relax into the experience and not have to think about things or worry about things like water or supplies or an opportunity to work with others in my.

[00:15:32] And so when the details are really attended to, I feel like I really trust my leaders, or I really trust the folks who are holding the space. I feel confident in their competence. I feel like I can just relax into what I came there to do. I hope that you have been able to tap into memories of such an experience where you may have also felt some of these things.

[00:15:57] This is why we attend to detail. So that folks can go deep into their learning journeys and take risks in those journeys and be challenged and learn. And, you know, I realize that if you haven't had a really great PD experience, one that you feel like was a transformative PD experience. I know it might feel like it's really hard to create.

[00:16:24] It's just really hard to make something that you haven't even experienced. Maybe you've heard about it in theory. But if this is you and you haven't had that experience of being a learner in a transformative learning experience, I hope you know that in bright morning we offer transformative PD. We have had thousands of people experience our learning opportunities, both in-person and virtual, who have said this very thing that the PD was transformative.

[00:16:54] They. This was the best PD I've ever been to. We offer that kind of experience. And so if you haven't had it for yourself, I really encourage you to see if you can attend one of our learning experiences and you'll find links to those in the show notes. Okay. So I want to leave you with a couple sets of questions for you to reflect on, to help you begin strengthening your skills around attending to the.

[00:17:23] And the first set of questions I want to invite you to self-assess on and reflect on are around your skills and beliefs around attending to the details. What comes up for you around this? What value do you see in attending to the details? What do you think your skill sets are in this. To spend a little bit of time reflecting on what this habit brings up for you.

[00:17:53] The second set of questions is around this idea that we are motivated to build habits when we see a problem, and we understand that there could be some solutions to that. So I want to ask you to recall some moments when you are facilitating PD and things, didn't go the way you wanted them to go. Maybe there were some challenges, some bumpiness, and I want you to consider the role that details may have played in those challenging moment.

[00:18:31] Maybe it could be something like you introduced an activity and people didn't actually do it the way you wanted, the way you imagine they

would do it. And on reflection, you recognize that your instructions weren't clear or that you verbalize the instructions, but they weren't printed anywhere. So people can see that.

[00:18:53] Refer to them. I want you to see if you can find moments when things didn't go, as you hoped and consider the role that attention to details, play. And then I just want you to think about whether in that reflection you recognize anything you could have done differently. If you could have gone back in time.

[00:19:14] I want you to see if you can stoke the flames of your motivation to build this habit of attending, to details by identifying bumpy moments in the past, that could have been improved. All right friends. So that is it for this little episode on attending to the details. Remember the book comes out in about a week, so you can still pre-order if you want access to a couple of bonus opportunities.

[00:19:41] And also just remember if you have colleagues or friends who might find this content helpful, who also are leaders who design and deliver professional development in an education setting, or even outside of the. Share this episode, that would be so helpful. Thank you. Okay, friends. I want to thank Leslie Bickford.

[00:20:03] Who is the podcast? Producer and Stacy Goodman. Who does the sound engineering take care? And I'll see you next week.