

Thought Partner Protocol Facilitation Guide

Directions: Let each participant know the details of their role before moving through each step. Share how much time will be allotted for each step before starting the timer. The shaded box highlights who will be the primary speaker(s) will be for each step. Program Managers will participate as Thought Partners during each presentation.

	Presenter Role (Site Coordinator)	Thought Partner Role (Site Coordinator and Program Manager)	Time
Step 1	Write your challenge on the Problem Solving Flowsheet	Write your challenge on the Problem Solving Flowsheet	Already Completed
Step 2	Presents challenge from Problem Solving Flowsheet they completed	<ul style="list-style-type: none"> ● Listen and take notes; not allowed to speak! ● Listen for new ideas, perspectives, and approaches ● Listen for assumptions implicit in the discussion ● Listens for challenges that are student & family centered 	3 min
Step 3	Answers clarifying & probing questions	Asks clarifying questions and probing questions Clarifying questions: <ul style="list-style-type: none"> ● Are for <u>person asking</u> the question. ● They ask the presenter “who, what, where, when, and how.” ● They are not ‘why’ questions. ● They have brief, factual answers. 	3 min
Step 4	<ul style="list-style-type: none"> ● Listen and take notes; not allowed to speak! ● Listen for new ideas, perspectives, and approaches ● Reflects on Thought Partners Analysis 	Thought Partners converse with each other and offer an analysis of challenges presented. Can use words like: <ul style="list-style-type: none"> ● What I heard was.... ● What I didn’t hear that might be relevant.... ● What assumptions I think may be operating.... ● What I think about the challenges being presented.... are they focused on the best outcomes for students & families? 	5 min
Step 5	<ul style="list-style-type: none"> ● Talks about most significant comments, ideas, and questions. ● Shares any new thoughts or questions that surfaced while listening. ● Writes summary of actionable steps to address challenge on the Problem Solving Flowsheet 	Listens and next presenter prepares to share their challenge	4 min