

# ON-LINE COLLABORATION REFERENCE TOOL FOR SCHOOL TEAMS

## KNOWLEDGE BUILDING PROMPTS

I wonder...

I still need to understand...

My theory is...

Building on to this idea...

This does not explain...

We need evidence for...

I would want to investigate...

A promising idea...

Another way of looking at it...

An example might be...

A comparison/analogy is...

Another way of saying this is...

Balance  
Completing  
Tasks with  
Nurturing  
Relationships

## In Advance of Your Meeting:

- Specify meeting length of no more than an hour.
- Clarify purpose and provide all reading materials in an email
- Clarify roles and how decisions will be made
- If you will be recording the meeting, let them know.
- Share this reference tool that clarifies the norms of collaboration and the knowledge building prompts that generate shared thinking

## NORMS OF COLLABORATION

- ✓ Presume positive intentions: this is my best thinking at this time—my ideas can change as I learn and grow
- ✓ Let's be hard on ideas and soft on people
- ✓ Demonstrate mutual respect for everyone's perspective, pace and journey. We are all learning
- ✓ Employ skillful listening
- ✓ Trust and be trustworthy
- ✓ Balance participation: every voice needs to be heard



New Pedagogies for  
**Deep Learning**<sup>™</sup>  
A GLOBAL PARTNERSHIP