

Facilitation Notes-The Four Hats of Leadership

This notes page contains information for facilitators using any of the three PPT Presentations of the Four Hats of Leadership. The three presentations are: “Four Hats Intro – Facilitation,” “Four Hats –Presentation,” and “Four Hats – Coaching Consulting.”

Time:

The length of time for each presentation varies:

Four Hats Intro – Facilitation: 90 minutes

Four Hats –Presentation: 60 minutes

Four Hats – Coaching Consulting: 90 minutes

Documents/Resources needed for all three presentations:

- Garmston, Robert J. and Wellman, Bruce M. *The Adaptive School: A Sourcebook for Developing Collaborative Groups*. Norwood, MA: Christopher-Gordon Publishing, 1999.
- Chart Paper
- Easels
- Markers
- Pens
- Paper
- Handouts (presentation specific)

Presentation Specific Handouts:

Four Hats Intro – Facilitation

- Leadership Quadrant
- Stages of Experience
- Jigsaw Protocol – Facilitation Planning

Four Hats –Presentation

- Comparing Learners Worksheet
- Knowing Your Audience
- Presentation Planning Matrix
- Presentation Design Worksheet
- Sample Public Agenda

Four Hats – Coaching Consulting

- Four Skills
- Jigsaw Protocol – Two Ways of Talking
- Coaching/Consulting Definitions

Note: All handouts, as well as the PowerPoint Presentations, are available on the NCOSP website under NCOSP Tools / Professional Learning Community Observation Guide.