

A RESOURCE FOR USING:

The Adaptive School - A Sourcebook for Developing Collaborative Groups

SPECIFIC PROBLEMS AND STRATEGIES FOR ADDRESSING THEM

What to do about group members who: (page xviii)	What to do about groups who: (page xix)
Don't Listen	Are Resisting
Are Uncomfortable About Speaking Up	Don't Stay on Task or Process
Dominate	Lack Clear Standards for Collective
Are Unaware of the Effects of Their	Performance and Products
Behaviors on Others	Have Difficulty with Decision making
What to do about increasing your effectiveness in: (page xx)	Have Unproductive Meetings
Influencing the Thinking of Others	Need Help with Problem Finding and Problem Solving
Managing Your Fear during Conflicts	
Fighting Gracefully	
Exercising Your Metacognitive Skills as a Group Member	
Maintaining Your Individuality While Being a Productive Member of a Group	

FACILITATION STRATEGIES

Strategies for Becoming a Group	Strategies for Engaging Participation
1. Peter/Paul page 106	1. Clock Partners page 109
2. Like Me page 106	2. Numbered Heads page 109
3. Grounding page 107	3. Paired reading page 110
4. "Pop-up" Survey page 107	4. Walk-about page 110
5. Personal Inventory page 108	5. Multitask page 111
Strategies for Focusing Attention	Strategies for Activating and Engaging Thinking
1. Choose Voice page 112	1. Analogy page 115
2. Attention First page 112	2. Corners page 115
3. Visual Paragraphing page 113	3. 3-2-1 page 116
4. PAG/PAU page 113	4. Sort Cards page 116
5. Please Breathe page 114	5. D-YTD-? page 116
Strategies for Generating Ideas	Strategies for Exploring Ideas
1. Existing and Desired Conditions page 117	1. Five Ws page 120

2. Brainstorming	page 117	2. Force-Field Analysis	page 120
3. Slip Method	page 118	3. Futures Wheel	page 121
4. 1-2-6	page 119	4. Each Teach	page 121
5. Trigger Verbs	page 119	5. Assumption Challenge	page 121
Strategies for Organizing and Integrating Ideas		Strategies for Sorting and Deciding	
1. SPOT Analysis	page 122	1. Rule of One Third	page 124
2. Cluster	page 122	2. Combine Opposites	page 125
3. Fishbone	page 122	3. Ranking	page 125
4. Mind Mapping	page 123	4. Eliminate the Negative	page 126
5. Is/Is Not	page 123	5. Forced Choice Stickers	page 126
Strategies for Clarifying Commitment		Strategies for Monitoring and Evaluating	
1. Assumptions Wall	page 127	1. Solutions Analysis	page 129
2. Responsibility Charting	page 128	2. PMI	page 129
3. Ask for Sabotage Ideas	page 128	3. Activities Profile	page 130
4. Reenergize	page 128	4. Curriculum or Program Audit	page 130
5. Value voting	page 128	5. Sensing Interviews	page 131

KEY TOPICS

Discussion of Four Hats of Leadership	Pages 27 - 28
Elements of Professional Community and Student Learning	Pages 16 - 19
Seven Norms of Collaboration	Pages 37 – 47
Dialogue vs. Discussion	Pages 51 - 61
Design the Surround	Pages 71-76

REFERENCES:

The Adaptive School: A Sourcebook for Developing Collaborative Groups, by Garmston, R.J. & Wellman, B.M. (1999).
Norwood, MA: Christopher-Gordon Publishers, Inc.