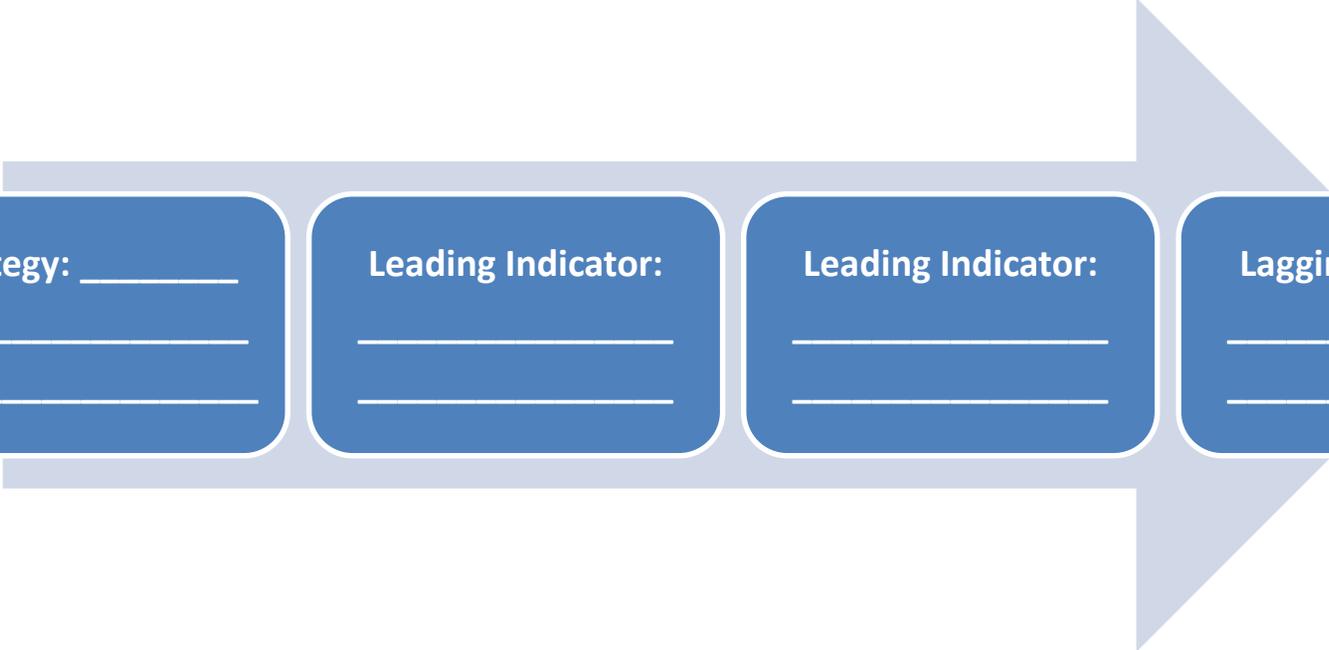


Session Handout: Teaching Conditions Matter, Work Session II

Monitoring Session Activity Handouts

Activity 1. Leading and Lagging Indicators



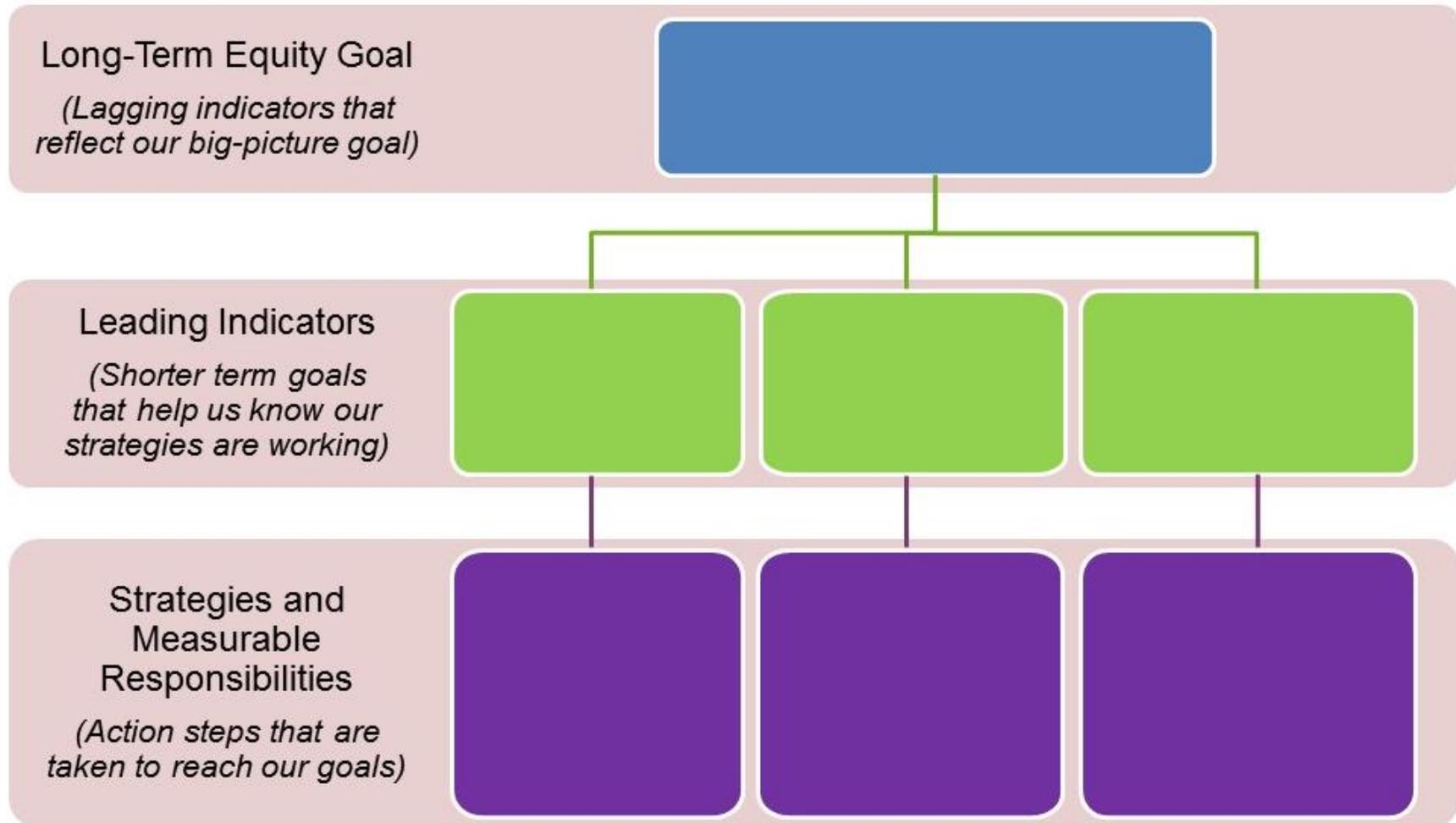
Strategy: _____

Leading Indicator: _____

Leading Indicator: _____

Lagging Indicator: _____

Activity 2. Waterfall Goals Planning Chart



Monitoring Session Activity Handouts

Activity 3. Developing a Monitoring Plan

Note: Participants will begin to complete Step 1 in today’s session and may complete Step 1 with their team at a later date. Steps 2 and 3 are intended to be used after implementation is under way, to monitor progress.

Strategy, Goal, and Leading Indicator(s)	Name of Strategy			
	Long-Term Goal of Strategy (Lagging Indicator)			
	Leading Indicator(s)			
Step 1. Establish a Monitoring Plan	How often will our team monitor progress toward each leading indicator?			
	What evidence will we collect of our progress toward each leading indicator?			
	How will we know we are on track toward meeting our long-term goal?			
	What are our interim benchmarks? (<i>Adjust time intervals as needed to match monitoring intervals.</i>)			
	<i>Three-month benchmark</i>			
	<i>Six-month benchmark</i>			
	<i>One-year benchmark</i>			
	<i>Two-year benchmark</i>			
	What might we do to course correct if we are not on track to meet our long-term goal according to the benchmarks established?			
	Who will be responsible for monitoring progress for this indicator?			



Session Handout: Teaching Conditions Matter, Work Session II

Monitoring Session Activity Handouts

Step 2. Monitor Progress and Identify Evidence	What is the monitoring interval (for example, three months, six months)?			
	Did our team do what was planned in our strategy?			
	How do we know? What is the evidence—meeting agendas, data collection, other artifacts or evidence?			
	How much progress have we made toward our goal?			
	Do we need to make any adjustments at this time? (<i>Indicate yes or no. If no, planning will take place in Step 3.</i>)			
Step 3. Self-Correct and Course Correct as Needed	What went wrong? (<i>Use the self-reflection questions in this section to guide the answer.</i>)			
	Would the course corrections we noted in Step 1 help get our team back on track? <i>Revisit the possible course corrections from the monitoring plan (Step 1).</i>			
	What will we do to course correct?			
	What new benchmarks will we establish for monitoring progress as needed?			
	<i>Three-month benchmark</i>			
	<i>Six-month benchmark</i>			
	<i>One-year benchmark</i>			
	<i>Two-year benchmark</i>			