

1) Determine Who Is Interested, When To Meet & What To Discuss

- Invest your principal in the idea – let him/her know how organization has helped you (or how you think it could help you!). Ask if the school could purchase copies of *The Together Teacher* for interested teachers.
- Determine who is interested:
 - Ask your principal if you could email the idea to your school or team, or announce it at a staff meeting
 - You could use this [sample email](#) to help you get started

2) Set the Dates & Spread the Word

- Determine the dates, location and topic of each session.
- Invite people to the sessions. Send out e-invitations using MS Outlook, Google, or another calendar program that your teachers use.
- If possible, provide snacks! Teachers love snacks!

3) Help People Prepare

- 2-3 weeks before meeting: Let people know your expectations for pre-reading. You can use our [sample agendas](#) to help you.
- 1 week before meeting: Send an email or check-in with members to remind them about the meeting and any associated responsibilities. Ask them to confirm their attendance. Remind them to bring their computers, planners or other paper tools or electronic gadgets upon which they rely.

4) Facilitation Tips

Logistics:

- If you're planning to reference any templates in your meeting, send members to *The Together Teacher* website to download them for free.
- Review the agenda and distribute copies of all materials.
- Provide snacks at the first meeting, and then create a rotating snack schedule.
- Smile and have fun!

Engagement:

- Start each meeting by asking people to share a success or challenge from the last meeting's topic area.
- Pose a warm-up question to engage people.
- Use a variety of discussion formats: whole group, partners, journaling then sharing, etc.
- Be flexible – adjust the agenda if folks seem more invested in one part of a discussion than another.
- Acknowledge that people are in different places in their organizational savvy.
- If conversation gets off-topic, gently steer it back to your discussion questions.
- If members are having trouble following-through between meetings, suggest creating a buddy system for accountability.
- Ask for feedback after each session and use it to inform how you plan your next meeting – What did people like? What would they change?