

Quarterly team reflection protocol

A quarterly, one-hour protocol for team reflection

Next Education Workforce teams practice empathy and inter/intrapersonal awareness, and promote the resiliency of both the individual and the team. This resource, created in collaboration with MLFTC's Principled Innovation Team, proposes a quarterly, one-hour protocol intended to help teams reflect together and build those "muscles" of empathy, awareness and resiliency.

What is Principled Innovation? Principled Innovation is the ability to imagine new concepts, catalyze ideas and form new solutions guided by principles that create positive change for humanity. The question, "We can innovate, but should we?" places values and ethical understandings — our own character — at the core of the practice. Principled Innovation recognizes four interconnected character assets: moral, civic, intellectual and performance, which are developed over one's lifetime through self-reflection, working with others and learning through experiences. Learn more at principled-innovation.org.

Reflection and sharing protocol

Time required: About one hour for a team of five. These times are only recommendations; please adjust to meet your team's needs.

Prepare to engage 5 minutes

- Identify a facilitator, whose responsibility is to keep the team moving through the protocol.
- If your team has operating norms, take a moment to review them.
- Review the full protocol as a team.
- Make a process decision: During sharing time, will all team members share round-robin? Or will team members share if and when they are moved to do so?

Note: If your team has engaged with this protocol in the past, consider adding time here to review previous reflections.

Reflection: wins 5 minutes

Reflect independently on your team's wins over the last quarter by responding to all questions in part 1 of the reflective guide (page 2).

Share: wins 10 minutes

As a team, share your responses to the questions in part 1 of the reflective guide, discussing one question at a time.

Select PI questions 5 minutes

As a team, work together to identify four questions from part 2 of the reflective guide for reflection and discussion. Aim to select one question aligned with each of the four Principled Innovation character assets: moral, civic, intellectual and performance.

Reflection: PI 10 minutes

Reflect independently by responding to the four questions your team selected from part 2 of the reflective guide.

Share: PI 20 minutes

As a team, share your responses to the questions you selected from part 2 of the reflective guide, discussing one question at a time. If conflict arises, be sure to leverage your team's agreed-upon norms and approaches to navigating and resolving conflict.

Debrief and next steps 5 minutes

Discuss:

- Based on our conversation, what next steps might we take in service of growing as a team of educators?
- Is the team interested in engaging in this protocol again next quarter? If so, when will this occur and what aspects might we adjust?

Reflective guide

Create your own copy of the reflective guide in Google Docs. [Click here.](#)

Part 1: Team wins

Jot your responses to the following questions:

1. What about working with our team makes me want to jump out of bed in the morning?
2. What relationships did I or our team nurture and develop this quarter to support the team and our learners?
3. What are some of the ways I showed up for others on my team over the past quarter? What are some ways my teammates showed up for me?
4. What am I most proud of about our team's work this quarter?

Part 2: Principled Innovation

Record your responses to the four questions (one from each character asset) that your team identified.

Moral

Guides decision-making with open-mindedness, integrity and justice

1. What are my values and how are they reflected in the way I approach working with my team? What adjustments might I make?
2. How am I responding to others on my team? Are there ways in which I might adjust my response?
3. To what extent do I understand how my perspective or biases influence how I work with my team? Are there actions I might take to deepen my understanding?
4. How am I remaining open-minded to the perspectives of my team? How might I increase my open-mindedness?

Civic

Supports collaboration to address systemic problems for the public good

1. How do my decisions support the well-being of my team? Are there adjustments I might make?
2. How am I recognizing and acknowledging what others on my team are experiencing? What more could I do?
3. Whose perspective is different from mine and how might I solicit it?
4. How might I proactively address issues encountered in my work with my teammates?

Intellectual

Informs problem-solving by combining creativity, evidence and critical thinking

1. What data or resources are informing the decisions I make in working with my team? What other data might we need?
2. How am I contributing to building a team culture of questioning and risk-taking? What more could I do?
3. What evidence do I have to support my perspectives? What other evidence might I consider?
4. What other ways might I approach projects and challenges?

Performance

Enables navigation of uncertainty with initiative, courage and resilience

1. How do I respond to obstacles or challenges in working with my team? How could I respond differently?
2. How do my decisions contribute to positive growth for everyone on the team? What more could I do?
3. What is my team doing well together, and how am I contributing to our success? What more could I do?
4. What are my opportunities for growth?