

Tips for Lesson Study Facilitation

Because teachers are busy and meeting time is always at a premium, Lesson Study teams benefit from good facilitation. In our experience teachers tend to be good facilitators; it comes with the territory of teaching and learning. Lesson Study also has some specific features that are helpful to hold in mind. The bullets below provide some facilitation tips:

- Prepare a tentative meeting agenda ahead of time based on prior discussions and consensus with your team. A sample agenda is provided on our website.
- Take time to establish group norms and use these to guide your meetings. For example, if the focus norm for a meeting is “share the air,” then ask quieter team members to share their thinking at strategic points of the meeting.
- Encourage all team members to raise issues, questions or noticings. You can set the tone for joint ownership of the team’s learning at the beginning of each meeting by checking to see if the agenda needs modification.
- Provide access or make copies of agreed-on readings, videos, or other materials in advance.
- Keep the discussion on track and monitor the agenda. Stick to the agenda’s agreed-upon items and times or make a joint, explicit decision to modify them if needed.
- Keep student thinking and learning central to your discussions. Avoid jumping into planning instruction before you have discussed the learning of *students*.
- Notice whether meeting materials and visual aids are supporting team members’ learning and adjust in real time. For example, record ideas on chart paper as needed.
- Provide opportunities for individual thinking and reflection as needed during meetings so that all team members can think through their own ideas, task responses, etc.
- Provide opportunities for process checking with the team on how the meeting processes are working.

