

IMPLEMENTING A SOLUTION

A Workout for Continuous Improvement

*Workout 3 in a Series of 4
Find all workouts at impactfl.org/recover-stronger*



THIS WORKOUT HAS 3 SECTIONS:

DEFINING THE PROBLEM

This workout will help everyone understand the problem you will be investing time + energy into solving. Your team may be motivated and ready to address the problem, or meeting for the first time. Either way, *Defining the Problem* is a great place to start aligning on exactly what the problem is!



60 minutes



1 to 10 people



Workout 1 of 4

STEP ONE: Share the Data Sources

STEP TWO: Predict What the Data Might Reveal

STEP THREE: Review the Data and Observe Trends

STEP FOUR: Discuss Inferences About the Data

STEP FIVE: Define Your Understanding of the Problem

STEP SIX: Create Your Problem Statement

Protocol adapted from http://scholarshipinitiative.org/docs/data_driven_inquiry.pdf

DEFINING THE PROBLEM: EXAMPLE



SCENARIO:

Angela is a school leader at a Florida high school. She has been reviewing many different data sources and is alarmed by the increase in absenteeism she is seeing over the past two years.

While she believes that looking at other data sources, like academic performance and school climate, are also important in the discussion, Angela knows her team's input and analysis of the situation are key to ultimately planning and implementing a solution.

By the end of the meeting today, Angela hopes her team can align on what they see as the problem they would like to take on this year.

Every workout includes:



Workout Overview: A rundown of the workout, including what it is, how long it might take, and when a team might line up and leverage this workout.



Mantras for the Moment: To help teams get their heads in the game, we've included mantras we think will help your team stay centered on performing at optimal levels and keep pace when faced with challenges.



Coaching Tips: Think of these as your pep talks before + after the workout! Some tips, reminders, + inspiration to support the team and keep everyone focused on what matters most.



Pulse Checks: Throughout the workout, we have moments to pause + check in. These questions will help you and your team quickly assess form, feeling, and progress towards the finish.

COACH'S CORNER

FACILITATION TIPS AND HELPFUL HINTS

The goal of this workout for continuous improvement is to build strength, improve endurance, and shed the mindsets and practices that are not serving you and your team as you work towards your goals of improvement.

While completing this workout solo is doable, we think we are better together! Activate a team that will push your thinking + motivates you to keep going. Find a comfortable space, project this workout, so everyone is on the same page, and get working!

The Workout
Slides 3 - 12

The Example
Slides 13 - 20

The Facilitator's Guide
Slides 21 - 26

THE WORKOUT

IMPLEMENTING A SOLUTION

Whether planning for a post-pandemic future or your new year's resolution, *Implementing a Solution* will help you plan for successful implementation in the messy real world.



60-90 minutes



1 to 10 people



Workout 3 of 4

STEP ONE: Align on the Problem & Solution

STEP TWO: Map the User Journey

STEP THREE: Build Feedback Loops

STEP FOUR: Define Success

STEP FIVE: Plan Your Next Steps

STEP SIX: Mark the Calendar to Check Your Progress

STEP ONE

Review the Problem and Align on Your Solution 5 minutes

First, it's important to align as a team about to what you're trying to accomplish. Fill in the blanks in the following statement.

The problem we want to solve is _____. We've decided to implement _____ to try to improve _____ during _____.



You have data to back up your problem statement.



You know who your problem affects.



Your solution clearly relates to the problem.



You have identified a metric you're trying to improve.

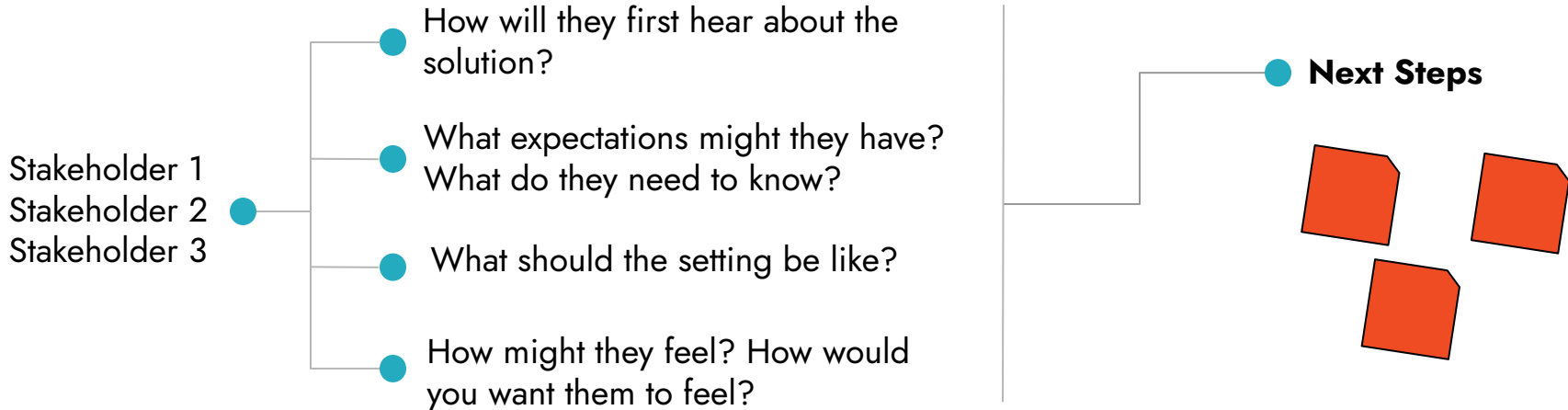


You have defined the timeframe to implement the solution.

STEP TWO

Map the User Journey 20 minutes

Journey mapping is about putting you in your stakeholders' shoes, whether a student, teacher, or parent. As a team, answer the following questions about each stakeholder involved in the solution. Then, jot down any next steps on sticky notes.

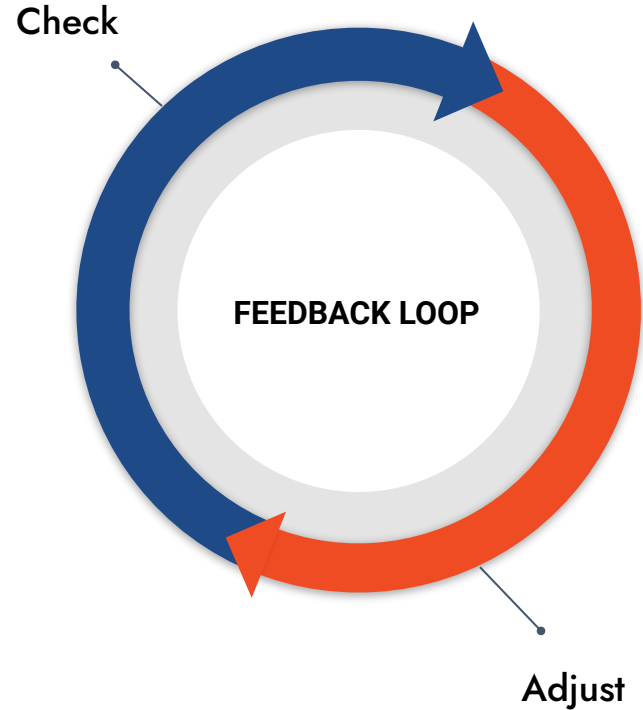


STEP THREE

Build Feedback Loops 10 minutes

If you wait until the end of your intervention to assess your progress, you might miss out on opportunities to learn and adjust in real-time. As a team, discuss:

- How will you gather feedback from stakeholders? Focus groups? Quick interviews?
- What data can you collect that will tell you if you're making progress?
- When will you gather as a team to look at your progress and make adjustments?



STEP FOUR

Define Success 10 minutes

Now that you've thought through your solution, it's time to set a goal. As a team, discuss the following questions: How good? By when? Then, make a prediction for how your implementation will go. Take a picture or hang up a chart paper in a common space to remind your team what you're working toward.

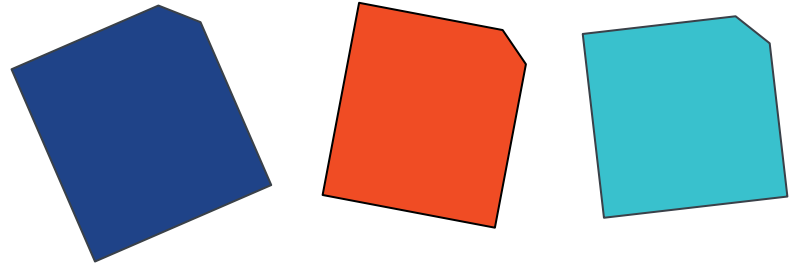


How good?



By when?




Our Predictions



STEP FIVE

Plan Your Next Steps 20 minutes

On a piece of chart paper, move your sticky notes into a table like the one below. Discuss the risk and reward of each step to make sure your priorities are clear.

Next step	Who's responsible?	When's it due?	Resources required	Risk/reward
				
				
				

PULSE CHECK



Do you feel like you have a good idea of what you're trying to accomplish and how you'll do it?

Yes!

Awesome! Move on to Step 6! Don't forget to pause + celebrate once your team makes a plan.

No!

There is nothing wrong with taking another lap around the track! We recommend going back to Steps 1-4 and spend some more time reflecting + aligning as a team.

STEP SIX

Mark Your Calendar for Go/No Go 5 minutes

Set a few times to check in with your team! At the end of implementation, Workout 4, Go/No Go, is designed to help you evaluate if your solution should keep going, go forward with tweaks, or stop altogether.



Interim Check-In



Interim Check-In



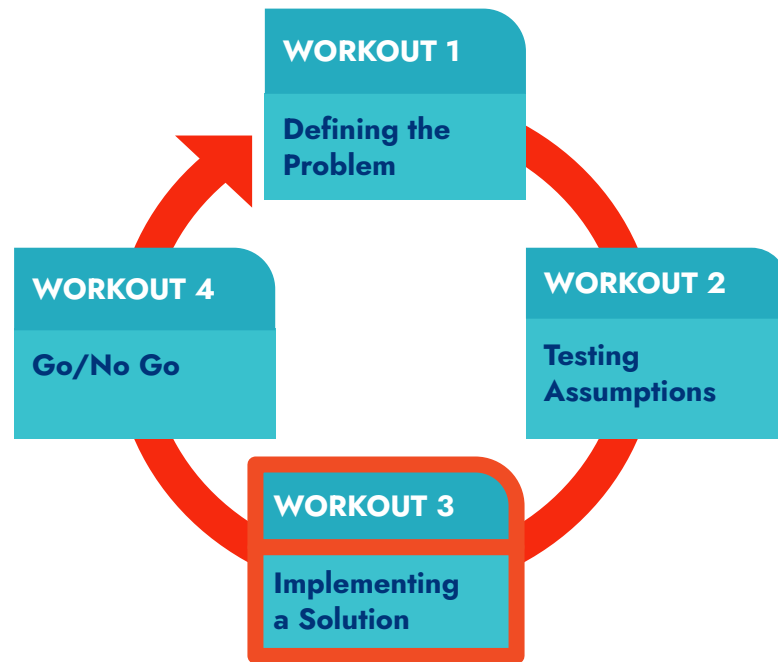
Workout 4: Go/No Go

IMPACT FLORIDA WORKOUTS

Inspired by the COVID Recovery Cadre, Impact Florida workouts are designed to guide teams to improve student experience and learning outcomes. They can be used as standalone tools or as a four-step process to implement a new practice, intervention, or initiative. This is workout 3 of 4.

Impact Florida is a nonprofit, nonpartisan organization that believes excellent classroom instruction can move the needle for all students. We focus on supporting education leaders and teachers with the knowledge and resources they need to ensure that great teaching and learning is consistently realized in all Florida schools.

More at impactfl.org.



How did it go? Share your workout experience with us at impactfl.link/workouts.

THE EXAMPLE

IMPLEMENTING A SOLUTION: *EXAMPLE*



SCENARIO:

Angela is a school leader at a Florida high school. She has been reviewing many different data sources and is alarmed by the increase in absenteeism she is seeing over the past two years.

She and her team examined the root cause of the problem and found that students reported not feeling a strong sense of belonging at school. The team brainstormed solutions and decided to implement an advisory period for ninth grade students.

Angela wants to use this workout to plan how they will roll out the new advisory period to positively impact student sense of belonging.

STEP ONE: Review the Problem and Align on Your Solution



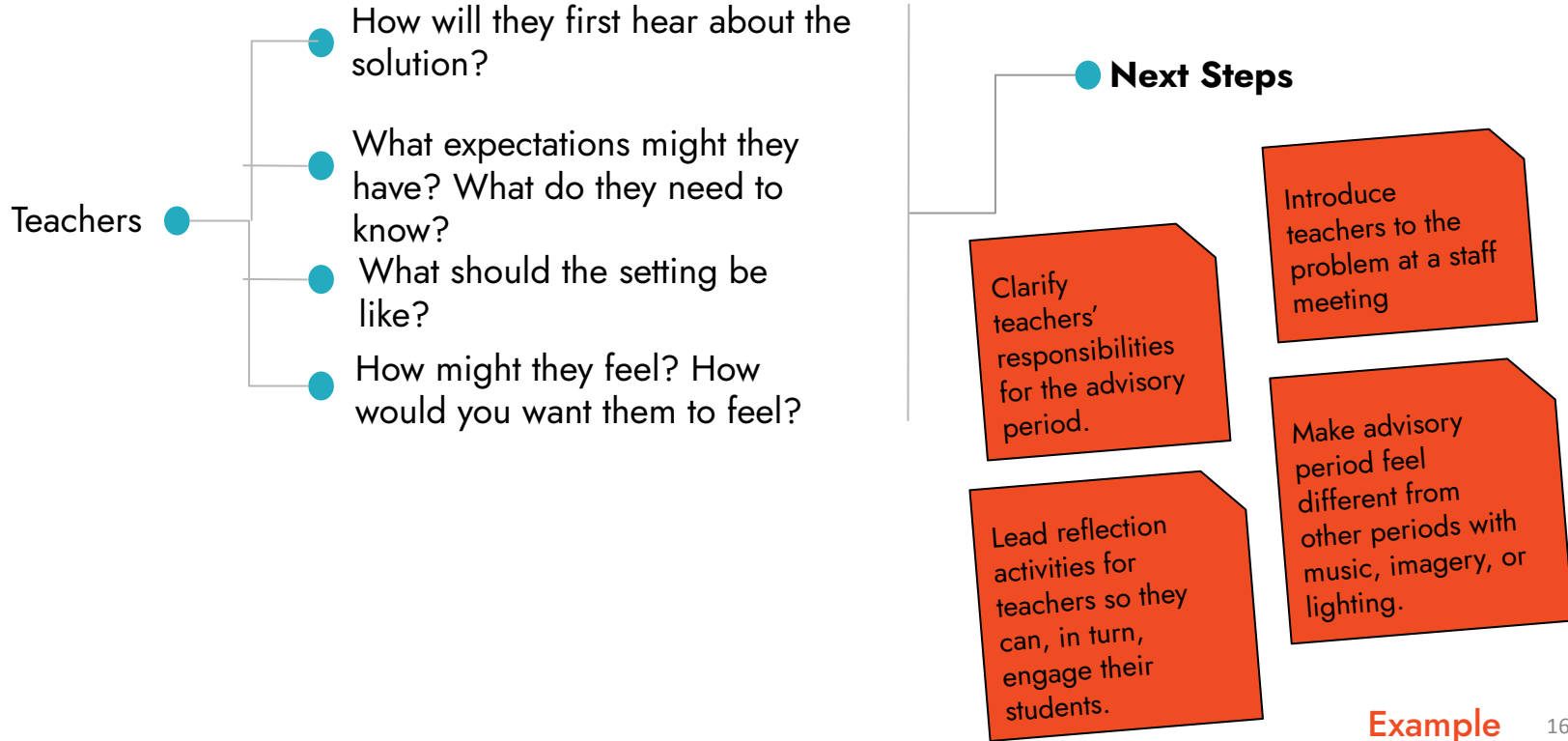
Angela shares the problem statement she developed with Workout 2.

Problem Statement: 39% of 9th grade students do not have a favorable sense of belonging at our school.

STEP TWO: Map the User Journey



Angela leads her team through the process of thinking about each key stakeholder and how they will experience the new advisory period.



STEP THREE: Create Feedback Loops



Angela uses the discussion questions to come up with a few simple ideas for how to get feedback throughout the implementation.

- How will you gather feedback from stakeholders? Focus groups? Quick interviews? *Angela's team puts together a 5-minute anonymous survey for teachers and plans to share the results for discussion at a staff meeting about one month into school.*
- What data can you collect that will tell you if you're making progress? *Angela's team will monitor student surveys about sense of belonging.*
- When will you gather as a team to look at your progress and make adjustments? *Angela's team makes a commitment to include a check-in time about the advisory period at every meeting of the school climate and culture committee.*



Angela prompts her team to set an aim: a measurable, time-bound goal for improvement.



How good?

70% of ninth-grade students will respond favorably when asked if they feel a sense of belonging at school....



By when?

...by the end of the fall semester.

Our Predictions

The biggest obstacle will be coming up with meaningful activities for the advisory period.

If we get the activities right, students will respond very well.

There might be some variation in the period based on the teacher leading it.

STEP FIVE: Plan Next Steps



Together, the team plans next steps and clarifies roles and responsibilities going forward.

Next step	Who's responsible?	When's it due?	Resources required	Risk/reward
Plan activities for the advisory period.	Volunteers from climate and culture committee	Staff retreat before school starts	District support, scan of research on community-building activities	Low risk/high reward
Plan presentation for staff meeting	Angela	After spring testing	Support from the team	Medium risk/high reward
Find tools to make the advisory period feel different	School counselor	Start of school	\$500 budget	Low risk/medium reward

STEP SIX: Mark Your Calendar



The team looks at the calendar to plan some times to check in, assess progress, and refine the approach.



Interim Check-In:
September Staff Meeting (Review Survey Results)



Interim Check-In:
October Staff Meeting (Review Student Survey Data)



Workout 4: Go/No Go
December Planning Days

THE FACILITATOR'S GUIDE

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WORKOUT OVERVIEW

USE THIS WORKOUT WHEN...

your team has identified a problem and a solution, and you're ready to plan for implementation.

USE THIS WORKOUT BECAUSE...

your team understands effective implementation is key to getting the results you want to see for students.

YOU WILL NEED...

your problem statement, space to work + engage as a team, chart paper, sticky notes, markers, + wall space.

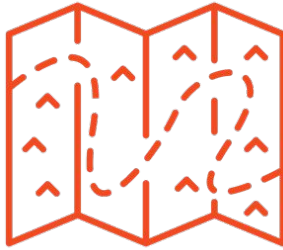
AT THE END OF THE WORKOUT, YOU WILL HAVE...

an action plan with next steps and check-in points for you and your team to adjust the plan as needed.

SO THAT YOU CAN...

learn as you go and make the best possible impact for your students.

MANTRAS FOR THE MOMENT



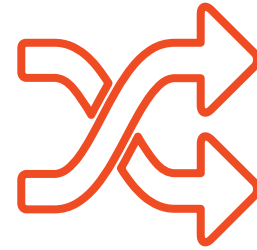
Be Practical

We put progress over perfection.



Be Curious

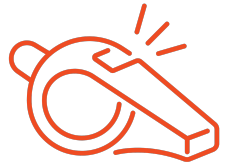
We put ourselves in the shoes of our stakeholders.



Be Flexible

We make plans and plan to adapt for greatest impact.





PRE-WORKOUT COACHING TIPS



- ✓ Before getting started, make sure the team has a proposed solution they're ready to try. If not, go back to Workout 1 and 2.
- ✓ There is no "I" in team! Let go of titles + hierarchy and identify a facilitator and a timekeeper. Everyone else on the team will play the role of motivator.
- ✓ Finding the right tempo is everything! We recommend having your favorite pump-up songs ready when you need them. Check out the Impact Florida team's go-to's when getting in the zone: [Songs With Impact](#).

POST-WORKOUT COACHING TIPS



-  Great work! You're embarking on important work for students. Be sure to celebrate achieving this milestone with your team before ending the meeting.
-  As you go forward, try to make implementation part of your day-to-day work. Reflect on your progress and plan next steps during already-scheduled team meetings and work time.
-  Try displaying your goal, predictions, and work plan in a visible place for your team. Visual dashboards can help you stay on track.
-  If things get off course, there's no need to wait until your final check-in to make changes. The goal is improvement, and that requires flexibility to change plans as you learn.



impact FLORIDA

Great Teaching Matters

LEARN MORE AND FIND OTHER RESOURCES AT [IMPACTFL.ORG](https://www.impactfl.org)

This workout series was created in partnership with

