



# Collegial Conversations Guidelines

## Dialogue, Discussion and Collaborative Work

<p><b>Active Listening: Attend. Acknowledge. Encourage.</b></p> <ul style="list-style-type: none"> <li>• Quiet your inner dialogue.</li> <li>• Lean in, nod, make eye contact.</li> <li>• Be present and connected with the speaker.</li> <li>• Respond with encouragement, such as "uh huh" or "I see" or "Is there more?"</li> </ul> <p>Eye contact.</p>	<p><b>Reflect Back Facts and Feelings</b></p> <ul style="list-style-type: none"> <li>• Sounds like you're feeling ___ about ___.</li> <li>• Seems that ___ is really important to you.</li> <li>• So, the main issue seems to be ___.</li> <li>• So, are you saying ___?</li> <li>• It must have been really ___ when ___</li> <li>• Sounds like ___ is a priority. Next is ___.</li> </ul>
<p><b>Ask Clarifying Questions to Understand</b></p> <ul style="list-style-type: none"> <li>• Would you say more about that?</li> <li>• Can you give an example of that?</li> <li>• Are you thinking that ___?</li> <li>• Would you explain what you mean by ___?</li> <li>• What would be the opposite of that?</li> <li>• I think I missed something. Would you mind repeating that?</li> </ul>	<p><b>Consider Perspectives</b></p> <ul style="list-style-type: none"> <li>• I hear you saying ___ and it makes me think you're feeling ____. Is that right?</li> <li>• What if ___?</li> <li>• When I compare both perspectives, it seems ___.</li> <li>• I wonder if there are some assumptions about ___.</li> <li>• My perspective has changed from ___ to ___ because ___.</li> <li>• I share/don't share your perspective because ___.</li> </ul>
<p><b>Agree and Disagree</b></p> <ul style="list-style-type: none"> <li>• I agree with what ___ said because...</li> <li>• I was thinking/feeling that way, too, because...</li> <li>• You bring up an interesting point. I also think ___.</li> <li>• That's an exciting idea. I also wonder/think/could add ...</li> <li>• I understand your logic, and yet...</li> </ul>	<p><b>Inquire. Ask Open-Ended Questions.</b></p> <ul style="list-style-type: none"> <li>• What might happen if?</li> <li>• How is that similar/different from ___?</li> <li>• What might be another way to look at that?</li> <li>• I wonder ___?</li> <li>• What was the ___? Biggest aha? Most meaningful? Relevant?</li> <li>• What would be helpful in this situation?</li> </ul>



<p><b>Give Meaningful, Effective Feedback</b></p> <ul style="list-style-type: none"><li>• Find out the person's focus/goal. (What would you like feedback on? What is most important to you?)</li><li>• Invite reflection about the person's perceptions. (How do you think it went? How are you feeling about ___? I'm wondering how ___ might have felt when ___.)</li><li>• Use observational or other evidence as the foundation for the conversation. (I noticed ___ when ___. What did you think?)</li><li>• Be specific. (5 out of 27 students offered a comment during the lesson.)</li><li>• Describe vs. judge. (5 students raised their hands to respond to a question, and 1 student called out the answer. Wondering what you thought about that or, if that's a pattern with that student.)</li><li>• Be compassionate and supportive. (That must've been disappointing. Is there any way I help?)</li></ul>	<p><b>Offer Suggestions (5 types)</b></p> <ul style="list-style-type: none"><li>• Raise a possibility (Include words such as perhaps, might, I wonder if ___)</li><li>• Pose a question (Is there a way ___ could ___?)</li><li>• Recount an anecdote or ideas seen, read or heard about elsewhere (I have seen others try ___. I'm not sure if that would work for you. What do you think?)</li><li>• Reformulate or paraphrase (So you'd like to manage your reaction when you're feeling anxious?)</li><li>• Offer choices (I have a few ideas that might work. What do you think?)</li><li>• Offer a direct suggestion with a rationale (If you are going to ___, it's important to ___ because ___.)</li></ul>
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