Readiness Facilitator Guide

This guide can be used to reflect on your team's readiness to implement a significant shift in programming or practices designed to enhance student learning. By involving everyone at the beginning, you will provide a collaborative opportunity that can nurture a culture of learning. During the process described below, your team will use the Hexagon Tool and the Conversation Starters to generate dialogue that will identify gaps, strengths and needs, and will assist you in determining your readiness for change.

Tools

Scaling-up Brief: Readiness for Change
Hexagon Tool
Readiness Reflection Conversation Starters

Process

1. Encourage your team to preread "Scaling-up Brief: Readiness for Change" by Dean Fixsen, Karen Blase, Rob Horner, Barbara Sims, & George Sugai. This brief provides background on the variables a leadership team may wish to consider as they determine if they are ready to invest in the implementation of an innovation in education.

2. Ask your team to review the various components of the Hexagon Tool: need, fit, resources, evidence, readiness and capacity. Ask your team to individually rate each component from 1 (weakest) to 5 (strongest) based on his or her own perspective.

3. As a group, discuss each component using the Readiness Reflection Conversation Starters that follow.

4. Following the group discussions, ask participants to review how they rated each component on the Hexagon Tool and allow them to adapt their rating, if they choose.

5. Ask participants to total their scores for each component. Average the scores and use the scoring guide to determine how to move forward. The scores for each area should identify strengths, gaps and needs and will inform your next steps for implementation planning. Should you reconsider? Prepare further? Get started?

	Readiness Reflection Conversation Starters
Need	- What is the need in our school/district that is driving the new program or practice? - How do we know this need exists? - Why does this need exist? **Does the need justify the proposed changes?**
Fit	- Does our other work align with the shift in pedagogy? How do we know this? - What are we already doing that reflects this shift in pedagogy? - Have we considered how to add to or enhance existing programming or practices that reflect the shift in pedagogy? **Does this change fit with our school community at this time?**
Resources	- What resources will we need to ensure the shift in pedagogy occurs? - Can we leverage any other resources in support of this work? **Do we have the resources to manage the new program or practice?**
Evidence	- How will we know that the shift in pedagogy is supporting student engagement and learning? - Is there evidence from other schools that have implemented a similar shift in pedagogy through a new program or practice? **Is our plan for implementation supported by evidence and does it include the collection of evidence to inform our progress?**
Readiness	- Do we have someone (individual or team) who can lead/support the implementation? - Are we prepared to sustain this program or practice over time? - Do we have plans for replicating the shift in pedagogy across the school or district? **Are we ready to implement and sustain the program or practice?**
Capacity	- Do we have the vision, knowledge, skills and resources to implement? How do we know? - What is the level of commitment from the school community? - What have we done to build our collective capacity to facilitate, manage and sustain the change? **Do we have all the tools required for success?**