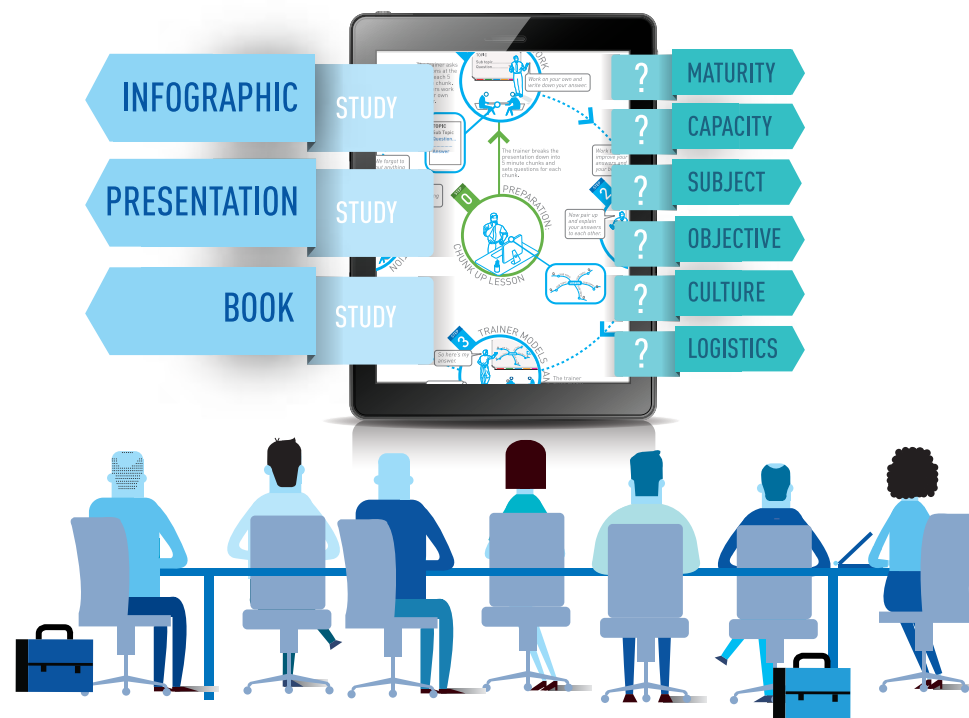
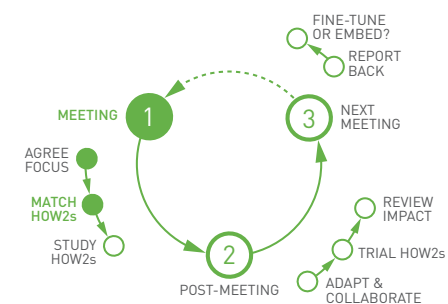
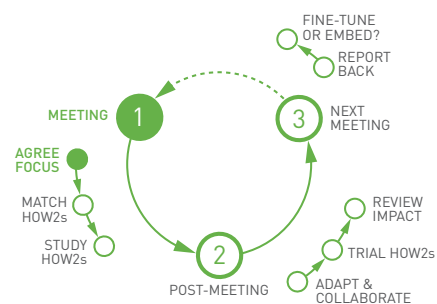


# Teaching & Learning Groups with HOW2s

In sharing professional *know-how* with words alone, much is lost or misunderstood. HOW2s elevate the quality of such groups by adding an unprecedented level of precision and networking.





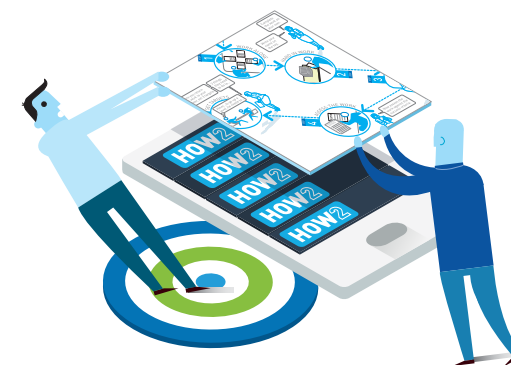
## SET UP A T&L GROUP

As group leader set up a Group and share its details with the members



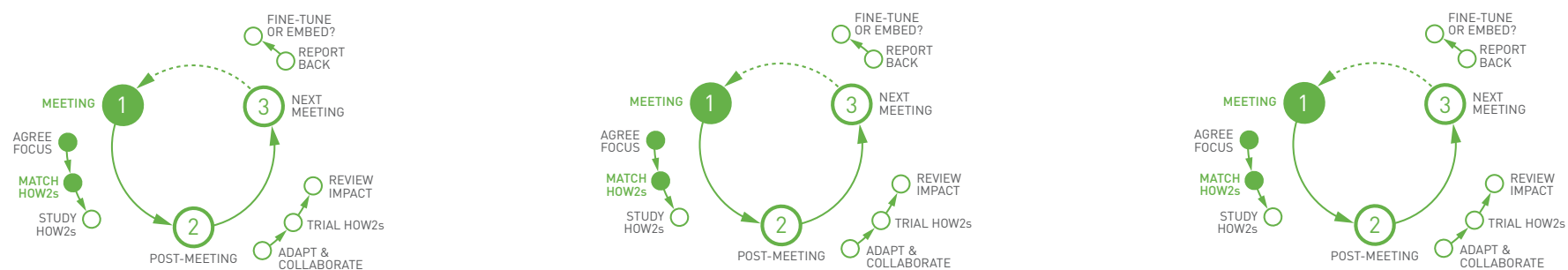
## AGREE JOINT FOCUS

At this first meeting, agree your joint focus. This could be based on organisational, departmental or individual goals.



## MATCH HOW2S

Now, together, match HOW2s to the agreed targets. Work either individually or collaboratively.



## SET STATUS TO CONSIDERING IT

Remind teachers to set their status for each HOW2 they are working on to Considering It.

### Create a Set

NAME  
Ian Harris for coaching

DESCRIPTION  
This set includes the three HOW2s we agreed at our second coaching session. The aim is for Ian to try them out by the end of term.

HOW2s  
Anonymous Assessment 36 Which is Which? 36 Why is this Good? 36

☐ INCLUDE THIS SET IN THE HOW2 LIBRARY FOR ALL OF MY COLLEAGUES

CREATE SET

## CREATE A SET OF YOUR HOW2S

Organise the selected HOW2s into a Set and send it to all members of the team there and then.

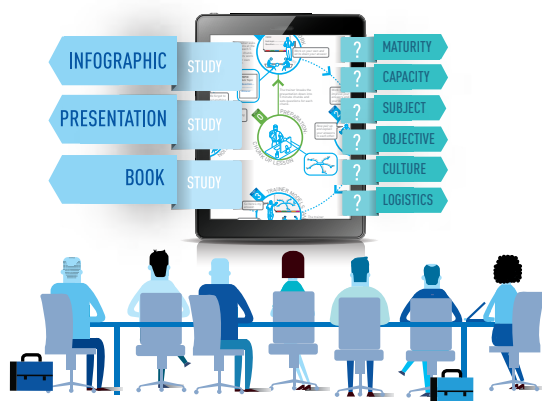
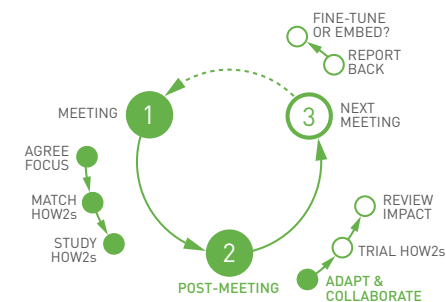
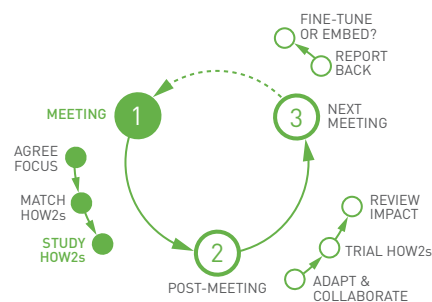
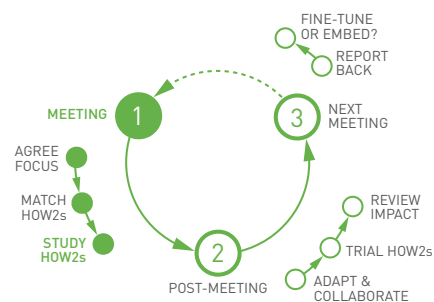
### Add Nudge

FILE

DESCRIPTION  
Hello all,  
Please find attached the Set of HOW2s we agreed will form the basis of our experiments. Also note these dates we finalised for when we will all attain the Working On It (12 June) and Embedded It (12 July)

## SEND A NUDGE

Send your colleagues a Nudge with your agreed time lines for reaching the statuses of Working On It and Embedded It.



## STUDY THE HOW2S

The teachers study their HOW2s in the three formats. They use the Notes to capture any ideas of possible adaptations to suit their class situations.



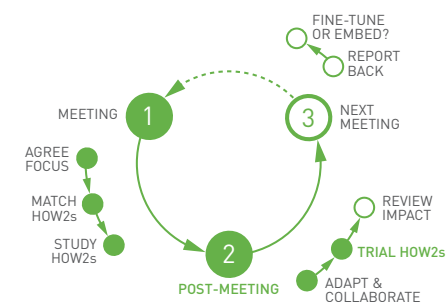
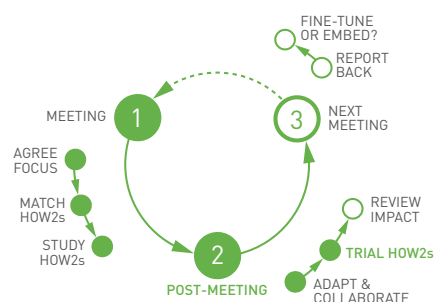
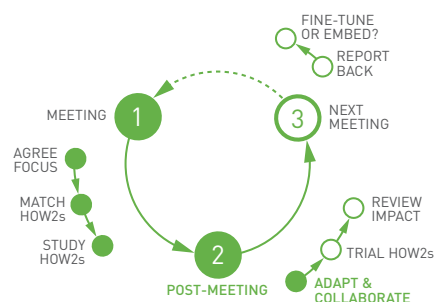
## CHANGE STATUS

The teachers now change the status of their HOW2s being studied to Working On It.



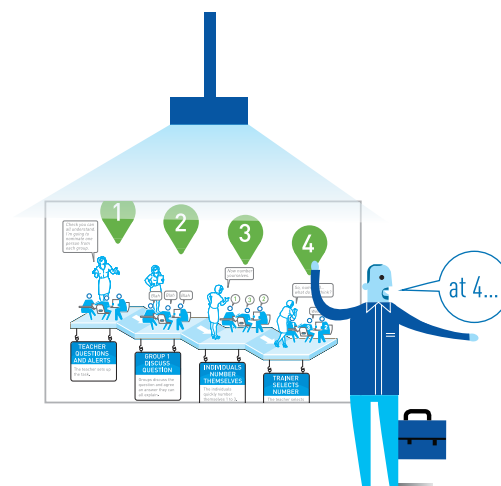
## ADAPT THE HOW2S

Organise teachers to work, after the meeting, on creating adaptations to the HOW2s considered at stage 3. They work on their own or in pairs, capturing their plans in the Notes.



## SHARE ADPATATIONS

See if the group wants to meet again to share their proposed adaptations and make suggestions to each other. Ideas are captured in their Notes.



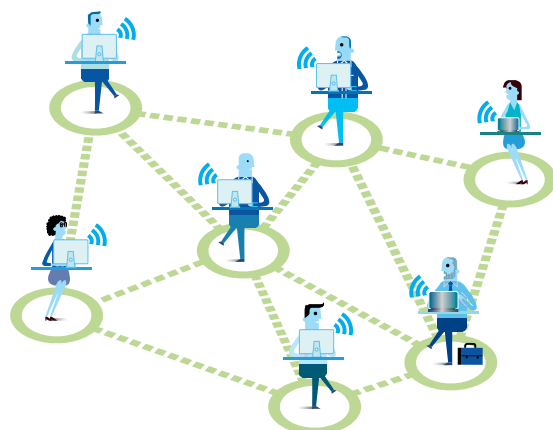
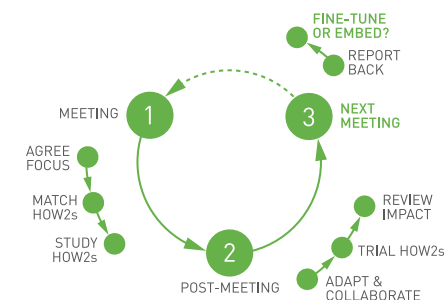
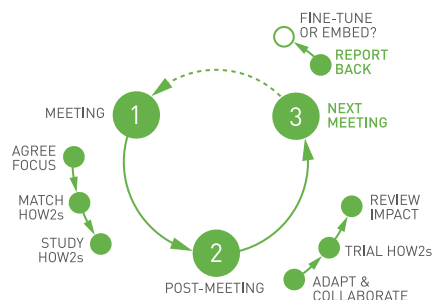
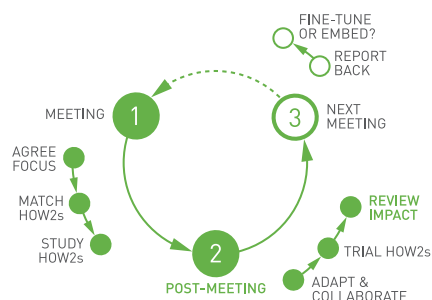
## RECORD PROGRESS IN NOTES

Remind teachers when trialling their HOW2s, to use the Notes to record the impact.



## SHARE NOTES

Teachers share their developing Notes and respond to each other by providing feedback.



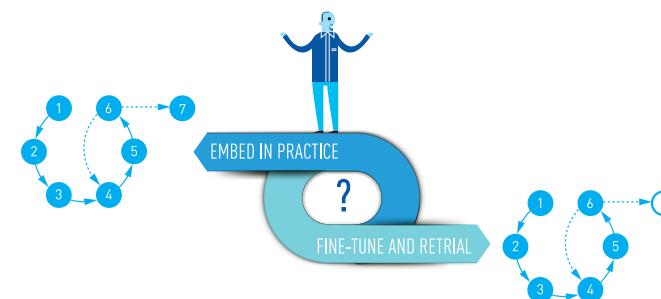
## COLLABORATE AND REVIEW

Collaborate with your colleagues to evaluate the impact on students' learning. Capture your thoughts in the Notes. Then share them with your group member colleagues.



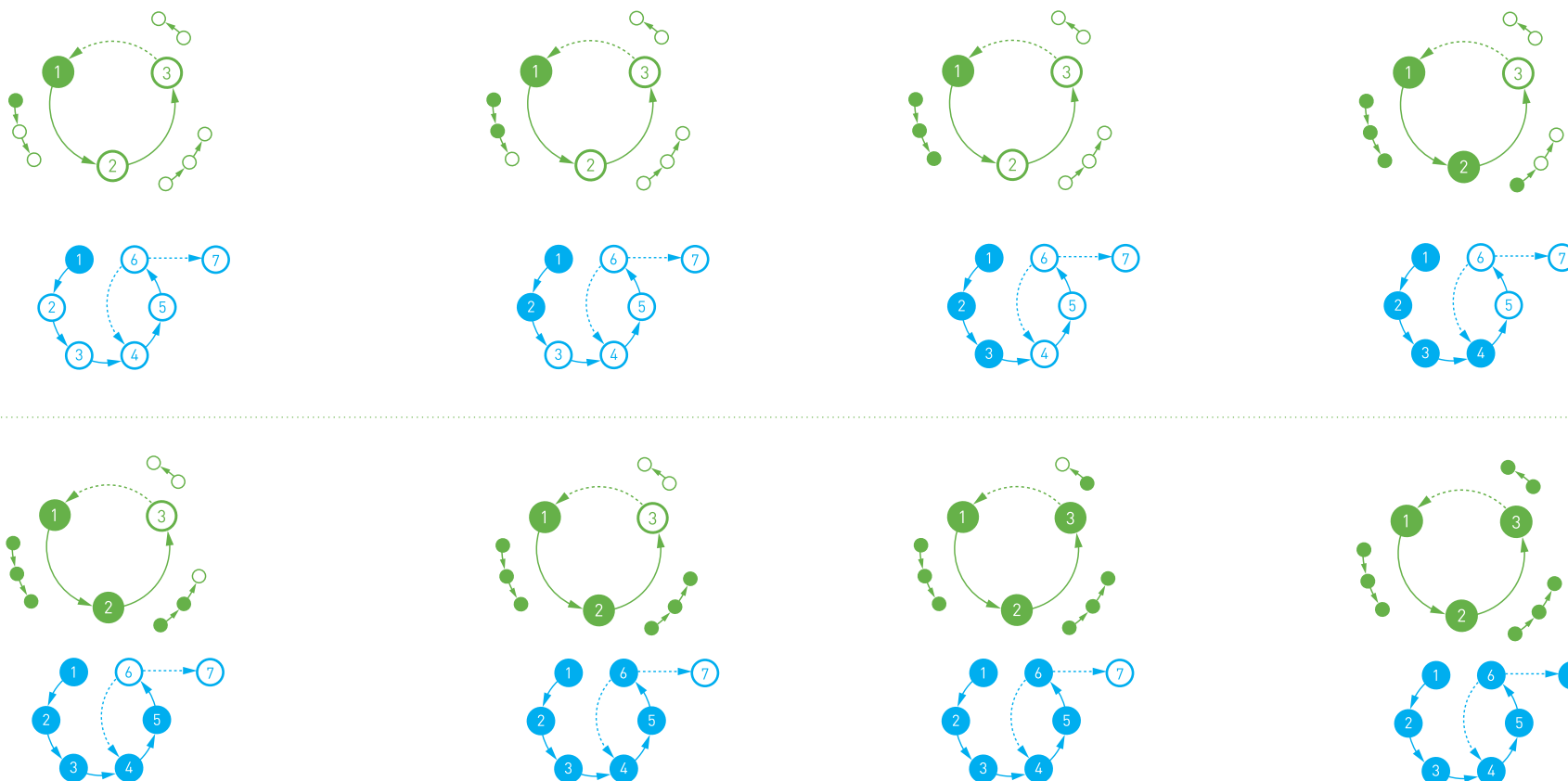
## REPORT BACK

At the next meeting, organise teachers to report back on their trials using the presentation format. Some also can show their videos.



## EMBED OR FINE-TUNE?

At the same meeting, teachers decide, with advice from colleagues, whether their HOW2 needs further fine-tuning or is ready to be embedded into regular practice.



## THE HOW2 PROCESS

Whatever the CPD activity, the HOW2 process applies and aligns to it. Above, you see how it matches to the stages of the T&L Groups process.

