

Performance Coaching Quick-start

“Don't wish it was easier wish you were better. Don't wish for less problems wish for more skills. Don't wish for less challenge wish for more wisdom.” - Jim Rohn

Name: _____

Contact No.: _____

Coaching Group: _____

Leadership Update Tool



HIGHPERFORMANCE TEAMS
LEVEL UP! PROGRAM

Short Form

Name: Sue Smith

Date: 17 October

One Word Barometer: Rushed

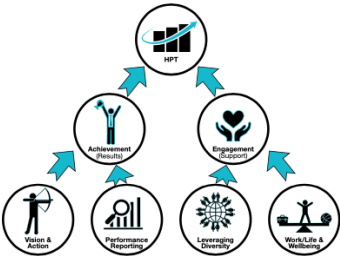
Stretch Goals In Focus:

Goal 1. 100% consistency with PBL
Goal 2. 100% green data on staff Pulse

HPT Strategy:	On Track	Off Track
Team Data Wall		✓
Team Activity Cycle	✓	
Team Pulse		✓

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	Key deliverable	Showcase in staff meeting
		Protocols agreed to by staff	Consistency	Update data wall
	Next Week	All cohorts doing Team Profile	Increased sharing	Showcase in staff meeting
		School Art Show	Parent contact	Check in with coordinator
Challenges	Last Week	Behaviour & PBL non-compliance	Teacher stress	Confirm protocols on data wall
		Staff sickness and workload	Long hours	Thanks & wellbeing reminder
	Next Week	Workload, attendance, behaviour	Reduced facetime	Put on data wall, update staff
		ARD School review visit	Increased stress	Organise docs and prepare



Work/Life & Wellbeing:

On Track	Off Track
Family time	Sleep
Running	Screen time
Painting	Snacking

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload	Increased sick leave, long hours, personality clashes	
Managing curriculum changes	Poor assessment results if curriculum not aligned	
Conflict between middle leaders	Teacher receiving mixed messages and increased stress	

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy
PBL team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders
Deputy Principal	Finalise development plan	Schedule for end of week, pre-work

Leadership Update Tool

Short Form

Name: _____ Date: _____ One Word Barometer: _____

Stretch Goals In Focus:

Goal 1.
Goal 2.

HPT Strategy:	On Track	Off Track
Team Data Wall		
Team Activity Cycle		
Team Pulse		

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week			
	Next Week			
Challenges	Last Week			
	Next Week			



Work/Life & Wellbeing:

On Track	Off Track

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy

Item 1 (Inclusion)	Welcome <ul style="list-style-type: none"> Mission: (SUPPORT, ACCOUNTABILITY, GROWTH, & LEARNING) Purpose & Outcomes: <ol style="list-style-type: none"> To build High Performance Teaching Teams that maximise collective teacher efficacy Draw from the Group's Collective Genius to make progress on identified Leadership Challenges Practice the Disciplines of HPT Attitude: (Learning Pit, Dig Deep/You Get Out Of It What You Put Into It) Chair/Moderator & Ground Rules: (esp. Confidentiality) Warm Up <ul style="list-style-type: none"> One word Barometer & Level 2/3 Conversation Starter 	Chair All	4 mins
Item 2 (Support)	Individual Leadership Updates (4 x 3 min each) Each person shares a summary from their weekly update tool mainly focusing on: <ol style="list-style-type: none"> "Leadership Successes and Challenges" section 'Stretch Goals' in Focus 'Hot Issues' that could be good to get input from the group. <i>(questions if time permits otherwise note for offline conversations etc.)</i>	All	12 mins
Item 3 (Proactive)	Hot Issues <ul style="list-style-type: none"> Step 1: Check for issues raised in updates and call for any final items – select top 3 – majority rule (2 min) Step 2: (3 x 7 mins) Top 3 issues discussed in 7 minute cycles (1 min explain, 1 min clarify, 4 min discuss and 1 min takeaways) 	All & Led by nominated individual	23/30 mins
Item 4 (Strategic)	HPT Implementation / PD Quick Share <ul style="list-style-type: none"> Option 1 - HPT Implementation: Round Room Exception Reporting Updates (5 mins) / Sharing of Implementation Tips (5 mins) Option 2 - PD Quick Share: YouTube Clip / Artefacts Showcase / Data / Toolkit / Journal Article or Case Presentation (5min share / 5 min discussion) SENT OUT PRIOR IF POSSIBLE 	Sponsor (rotating)	10/17 mins
Item 5 (Accountable 1)	Priority Relationships In Focus – Forward Actions <ul style="list-style-type: none"> 2 minute updates on leadership activities focused on key relationships over next 30 days (4 x 2min each) 	All or nominated presenter	8 mins
Item 6 (Accountable 2)	Next Steps: Barometer & Takeaways Each Member Barometer, Takeaway Action & Satisfaction Score (1-10) Close: Moderator Feedback & Next Meeting Plan/Roles Moderator feedback: Next meeting date/time: Next Chair: Next Moderator: Next PD Quick Share Sponsor:	Chair & Moderator	3 mins

Ground Rules (Red Card/ Yellow Card- Visual/ Audible)

- Openness & Trust-** Right to 'off record' speech with 'on the record' documented as formal feedback.
- Balanced Debate** - Respecting both sides of the argument and allowing diversity of views.
- Competency over Role** - Respecting the 'value' of the person's opinion regardless of their 'status'.
- Issues over Personalities** - Staying 'issues' focused and not letting personalities overpower the agenda.
- Accountable Actions & Clear Outcomes** -Being constructive in feedback and offering a solution focused
- No Multi-tasking** – Exceptions Chair & Moderator Time Keeping & Live Note-Taker Only

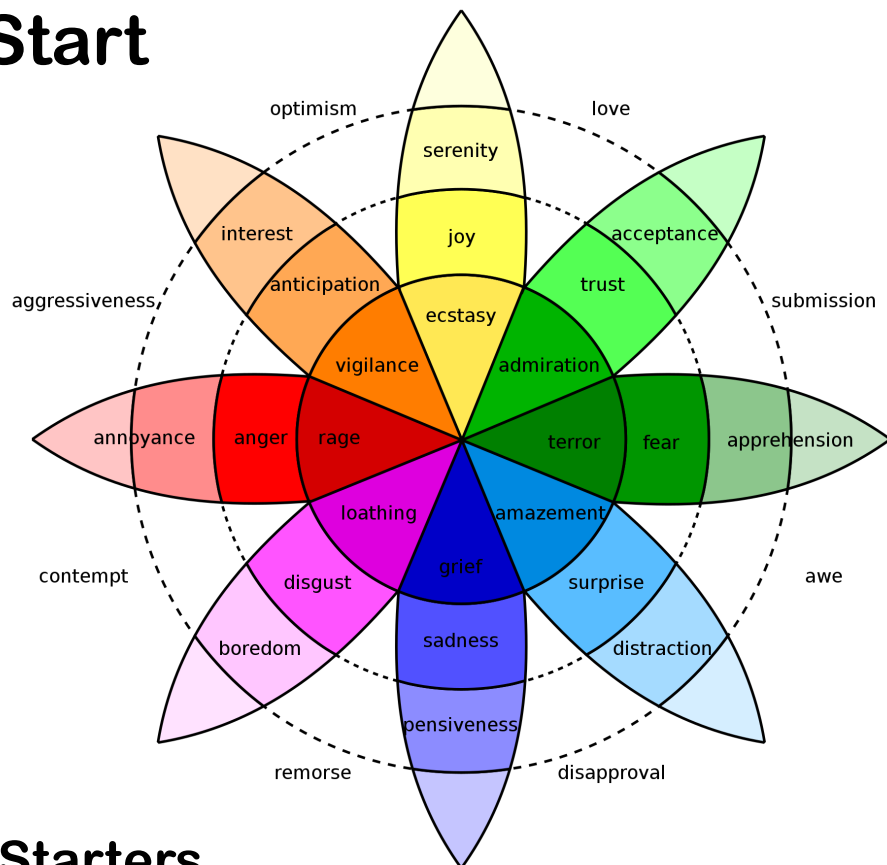
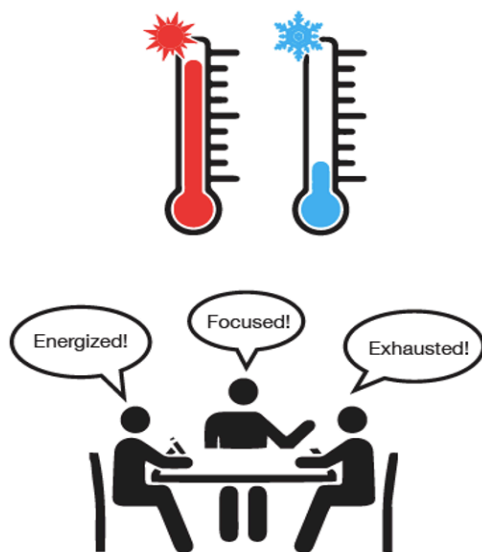
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Item 2 (Support)	Individual Leadership Updates (4 x 3 min each) Each person shares a summary from their weekly update tool mainly focusing on: <ol style="list-style-type: none"> "Leadership Successes and Challenges" section 'Stretch Goals' in Focus 'Hot Issues' that could be good to get input from the group. <i>(questions if time permits otherwise note for offline conversations etc.)</i>	All	12 mins
Item 3 (Strategic)	PD Intensive P1 – Setting The Scene <ul style="list-style-type: none"> Topic overview of problem of practice in focus with link back to relevant whole school / school leadership context. School leaders' self assessment of current level of individual, team, or whole school performance (as applicable). 	All & Led by nominated individual	5 mins
Item 4 (Strategic)	PD Intensive P2 – Sharing the Knowledge <ul style="list-style-type: none"> Unpacking of key theory, supported by Artefact showcase from best practice schools. 	All & Led by nominated individual	28/43 mins
Item 5 (Strategic)	PD Intensive P3 – Taking It Further <ul style="list-style-type: none"> Option 1 – Whole Group Focus: Development of topic relevant school specific SMART Actions / Implementation plan; OR Option 2 – Individual Leader Focus: 2 minute updates on SMART next steps / leadership activities (forward 30 day focus) based on key learnings (4 x 2min each) 	All (Group or Individual)	8 mins
Item 6 (Accountable)	Next Steps: Barometer & Takeaways Each Member Barometer, Takeaway Action & Satisfaction Score (1-10) Close: Moderator Feedback & Next Meeting Plan/Roles Moderator feedback: Next meeting date/time: Next Chair: Next Moderator: Next PD Quick Share Sponsor:	Chair & Moderator	3 mins

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Warm Up: Quick Start

One Word Barometer



Example Conversation Starters

KPI 1: Job Satisfaction	KPI 2: Performance Feedback	KPI 3: Leveraging Diversity	KPI 4: Work/Life & Wellbeing
Lower Trust <ol style="list-style-type: none"> 1. I enjoy my job most when... 2. My most favourite activity at work is... 3. Our organisation's vision and values are... 4. Our team's biggest contribution to the organisation's success is... 	Lower Trust <ol style="list-style-type: none"> 1. The best piece of advice I have got lately is... 2. Feedback works best for me when... 3. Someone I admire whom I wish I could get more feedback from is... 4. The thing I need most help with this week is... 	Lower Trust <ol style="list-style-type: none"> 1. An animal that best describes my personality is... 2. I feel more energized when I am working with... 3. If I could have any super power I would choose (and why)... 4. People I find easiest to get along with are... 	Lower Trust <ol style="list-style-type: none"> 1. My favourite hobbies are... 2. At the end of the day I like to relax by doing... 3. My secret skill is... 4. When I was a child the career I dreamed of was...
Moderate Trust <ol style="list-style-type: none"> 5. I am really proud of how are team does... 6. I have to motivate myself most at work when... 7. I find the most rewarding moments of my job are... 8. One thing our organisation does really well is... 	Moderate Trust <ol style="list-style-type: none"> 5. A great mentor in my life was (& why)... 6. The worst piece of advice I have got in my career thus far is... 7. I need (a) a lot or (b) a little time to process feedback (and why)... 8. One thing I would like to get more feedback on is... 	Moderate Trust <ol style="list-style-type: none"> 5. Types of people I find hard to get along with are... 6. A part of my personality which can be both a blessing and a curse is... 7. A characteristic I admire in others is... 8. I like myself most when I am... 	Moderate Trust <ol style="list-style-type: none"> 5. One thing I need to stop doing to improve my wellbeing is... 6. An activity I would like to do more of is... 7. If I won the lotto tomorrow I would... 8. Some of the proudest moments of my life are...
Higher Trust Teams <ol style="list-style-type: none"> 9. An example of where my values overlap with our organisation's values is... 10. One thing I need to stop doing to improve is... 11. One thing I am not proud of in our organisation is... 12. One thing our team could do to add more value to the organisation is... 	Higher Trust Teams <ol style="list-style-type: none"> 9. I doubt my own ability when I have to do... 10. The hardest thing for me when I get feedback is... 11. The thing our leaders need more feedback on is... 12. An area I should be giving others more feedback on is... 	Higher Trust Teams <ol style="list-style-type: none"> 9. The types of people that make me feel anxious are... 10. If I could change one aspect of my personality it would be... 11. I like myself least when I am... 12. Types of people I can easily be misled by are... 	Higher Trust Teams <ol style="list-style-type: none"> 9. My guilty pleasure is... 10. My top 5 bucket list items are... 11. One thing I did as a child that I would like to do again is... 12. My biggest regret in regard to my health and wellbeing is...

SLT 12-Month Program: Study Guide

Pre-Program		Read / Watch	
Pre-Work: School Leadership I: Building Collective Efficacy & High Performance Teams		Read: CTE <i>Selected Readings Magazine</i> Watch: CTE Videos in School Improvement Playlist & Middle Leaders Masterclass Video	
Part 1 Foundations 1	Part 2 Foundations 2	Part 3 Review & Improve	Part 4 Whole School Focus
Delivery: 1 Day / 4 x 1hr / 2 x 2hr Webinars	Delivery: 1 Day / 4 x 1hr / 2 x 2hr Webinars	Delivery: 1 Day / 4 x 1hr / 2 x 2hr Webinars	Delivery: 1 Day / 4 x 1hr / 2 x 2hr Webinars
1.1 The 'Why' of HPT & 10 Team Insights	2.1 KPI 1: Purpose, Vision & Goals	3.1 Performance Coaching Toolkit	4.1 Dashboards & Data Driven Decisions
Read: 5D Preface; Level Up (Part 1) Watch: School Imp Playlist: Dr Pete Interview; High Perf. Schools QASSP	Read: 5D Ch 1 (Part 2); Level Up Ch 7 Watch: Level Up Playlist: KPI 1; 5D Playlist: Discipline 1	Read: Level Up Bonus Chapter Watch: Level Up Playlist: Intro Performance Coaching; Virtual Coach	Read: Level Up Ch 8 (Part 2); 5D Ch1 & 2 Watch: School Imp Playlist: Teacher Capacity vs Capability; 5D Playlist: Discipline 2
1.2 Leadership Teams & Data Walls	2.2 KPI 2: Leadership Team Meetings Part 1	3.2 KPI 2: Team Mtgs Part 2 – Deep Dives	4.2 Golden Thread: Mtg & Comms Cycles
Read: Level Up Ch 8 (Part 2); Selected Readings Ch 4 Watch: Level Up Playlist: 7 Signs of Extraordinary Leadership Teams	Read: Level Up Ch 8 (Part 1) Watch: Level Up Playlist: KPI 2	Read: Level Up Ch 8 (Part 1) Watch: Level Up Playlist: Deep Dives	Read: 5D Ch 2; Selected Readings Ch 1 Watch: 5D Playlist: Discipline 2; Level Up Playlist: Teaching Team Meeting Toolkit
1.3 KPI 3: Leveraging Diversity & Team Profiling	2.3 Level Up SLT Team Plan	3.3 Team Meeting Live Obs & Feedback	4.3 Level Up: Downstream Team Ax
Read: 5D Ch 3; Level Up Ch 9 Watch: Level Up Playlist: KPI 3; 5D Playlist: Discipline 3	Read: Level Up Part 2 (ALL) Watch: Level Up Playlist: HPT Level Up Framework; Same Effort, Bigger Reward	Read: Level Up Ch 8 (Part 1) Watch: Level Up Playlist: KPI 2; 7 Signs of Extraordinary Leadership Teams	Read: Level Up Part 4 (ALL) Watch: Level Up Playlist: HPT Level Up Framework
1.4 KPI 4: HPT Team Pulse	2.4 Activity Cycle & Team Chart	3.4 Leadership: Status Dynamic & Empathy	4.4 HPT Leadership: Right Sizing Your Strategy
Read: 5D Preface; Level Up Ch 10 Watch: Level Up Playlist: KPI 4; School Imp Playlist: CTE & Team Pulse	Read: 5D Ch 1; Selected Readings Ch 3 Watch: School Imp Playlist: CTE & Optimising Activity; 5D Playlist: Discipline 1	Read: 5D Ch 3 (Part 2); 5D Ch 4 Watch: 5D Playlist: Discipline 3 & 4	Read: 5D Ch 5; Level Up Part 4 (ALL) Watch: 5D Playlist: Discipline 5

5. Extension Modules

5.1 Leading Sustainable Change	5.2 Psychological Safety: Why Teams Fail	5.3 Resilience: Your Personal Wellbeing Plan	5.4 Life Strategy: Living Your Endless Summer
Read: Change (all) Watch: Level Up Playlist: Leading Transformational Change	Read: iTeams – Part 1 Watch: Level Up Playlist: Why Teams Fail	Read: Resilience (all) Watch: Surviving & Thriving eCourse Playlist (all)	Read: Life Strategy (all) Watch: Life Strategy eCourse Playlist (all)

Read: Core Books

- 5 Disciplines (5D)
- Level Up
- CTE Selected Readings

Extension Books

- iTeams
- Resilience
- Life Strategy
- Change



Watch: YouTube

Channel: 'HPT Level Up!'

Core Playlists

- School Improvement
- 5 Disciplines
- HPT Level Up!

Extension Playlists

- Surviving & Thriving
- Life Strategy


Other References:

- Leadership Shares YT Playlist
- Flourishing Schools YT Playlist
- Case Studies & Research HPTschools - 'Articles'
- 150+ Linked In Articles by Dr Pete Stebbins





Step 1: Building HPT Team Awareness

HPT Activity Planner

Name: _____
Team: _____
Date: _____

	<div><input type="checkbox"/> Book Club <i>(Reading 'CTE HPT Selected Readings and Toolkits' and discussing as a team)</i></div> <div><input type="checkbox"/> Sharing Video Links <i>(Sharing video links from 'HPT Level Up!' YouTube Channel with questions for discussion)</i></div> <div><input type="checkbox"/> Team Activities <i>(Completing online diagnostic tools exploring HPT artefacts and conducting Team Booster sessions)</i></div> <div><input type="checkbox"/> My strategy is: _____</div>	Key Dates / Times:
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Step 2: Implementing HPT Strategies

Domain	Activity	Components / Time	Implementation Plan	Timing
 Foundations	Team Role Chart	<div><input type="checkbox"/> Team Booster #1: Link Team Roles With Strategic Plan (10 mins)</div> <div><input type="checkbox"/> Role Chart Discussion (20 mins)</div>	<div>TOTAL TIME 30 MINS: <input type="checkbox"/> Single Session (30 mins)</div> <div><input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 20 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:
	Team Activity Cycle	<div><input type="checkbox"/> Team Booster #3: Review Team Activity Cycle (10 mins)</div> <div><input type="checkbox"/> Activity Cycle Discussion (10 mins)</div>	<div>TOTAL TIME 20 MINS: <input type="checkbox"/> Single Session (20 mins)</div> <div><input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 10 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:
	Level Up Team Plan	<div><input type="checkbox"/> Video – Quickstart: The HPT Level Up Framework (7:55 mins)</div> <div><input type="checkbox"/> Level Up Individual Assessment and Plan (12 mins)</div> <div><input type="checkbox"/> Team Planning (20 mins)</div>	<div>TOTAL TIME 40 MINS: <input type="checkbox"/> Single Session (40 mins)</div> <div><input type="checkbox"/> Two Sessions (2 x 20 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:
	Purpose, Vision, Goals & Actions	<div><input type="checkbox"/> Video – Quickstart: KPI 1 Vision & Action (5:58 mins)</div> <div><input type="checkbox"/> Core Purpose: The Hedgehog Conversation (14 mins)</div> <div><input type="checkbox"/> Vision Casting (25 mins)</div> <div><input type="checkbox"/> Action Plan (45 mins)</div>	<div>TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs)</div> <div><input type="checkbox"/> Two Sessions (2 x 45 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:
Achievement 	Team Profile & Calling Behaviour	<div><input type="checkbox"/> Video – Quickstart: KPI 3 Leveraging Diversity (5:48 mins)</div> <div><input type="checkbox"/> Team Profile & Talent Map (54 mins)</div> <div><input type="checkbox"/> Above and Below the Line Chart & Calling Behaviour Protocol (30 mins)</div>	<div>TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs)</div> <div><input type="checkbox"/> Two Sessions (1x 60 mins, 1 x 30 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:
Engagement 	HPT Team Meetings	<div><input type="checkbox"/> Video – Quickstart: KPI 2 Performance Reporting (8:25 mins)</div> <div><input type="checkbox"/> Meeting Training – Moderator, Chair & Hot Issues (35 mins)</div> <div><input type="checkbox"/> Best Practice Trial Run (60 mins)</div> <div><input type="checkbox"/> *Deep Dive Video & Training Module Additional 60 mins</div>	<div>TOTAL TIME 1 HR 45 MINS: <input type="checkbox"/> Single Session (1 hr 45 mins)</div> <div><input type="checkbox"/> Two Sessions (1 x 45 mins, 1 x 60 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:
 Business As Usual (BAU)	Team Pulse & Trust Matched Teaming	<div><input type="checkbox"/> Video – Quickstart: KPI 4 Work/Life & Wellbeing (4:56 mins)</div> <div><input type="checkbox"/> Trust Matched Teaming (10 mins)</div> <div><input type="checkbox"/> Team Pulse Conversations (15 mins)</div>	<div>TOTAL TIME 30 MINS: <input type="checkbox"/> Single Session (30 mins)</div> <div><input type="checkbox"/> Two Sessions (2 x 15 mins)</div> <div><input type="checkbox"/> Other: _____</div>	Date/Time:

Step 1: Building HPT Team Awareness

HPT Activity Planner





Name: Mary Smith
 Team: SFP/LSU
 Date: _____



- ☐ Book Club (Reading 'CTE HPT Selected Readings and Toolkits' and discussing as a team)
- ☐ Sharing Video Links (Sharing video links from 'HPT Level Up!' YouTube Channel with questions for discussion)
- ☐ Team Activities (Completing online diagnostic tools exploring HPT artefacts and conducting Team Booster sessions)
- ☐ My strategy is: Quick vids at huddles, team booster 1x per mth, articles to coll - planning day

Key Dates / Times:
 As per team activity cycle

Step 2: Implementing HPT Strategies

Domain	Activity	Components / Time	Implementation Plan	Timing
 Foundations	Team Role Chart	<input checked="" type="checkbox"/> Team Booster #1: Link Team Roles With Strategic Plan (10 mins) <input checked="" type="checkbox"/> Role Chart Discussion (20 mins)	TOTAL TIME 30 MINS: <input checked="" type="checkbox"/> Single Session (30 mins) <input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 20 mins) Other: _____	Date/Time: Faculty B mtg week 1. 9.30 - 10.30
	Team Activity Cycle	<input checked="" type="checkbox"/> Team Booster #3: Review Team Activity Cycle (10 mins) <input checked="" type="checkbox"/> Activity Cycle Discussion (10 mins)	TOTAL TIME 20 MINS: <input checked="" type="checkbox"/> Single Session (20 mins) <input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 10 mins) Other: _____	Date/Time: Faculty A mtg week 2. 9.30 - 10.30
	Level Up Team Plan	<input checked="" type="checkbox"/> Video – Quickstart: The HPT Level Up Framework (7:55 mins) <input checked="" type="checkbox"/> Level Up Individual Assessment and Plan (12 mins) <input checked="" type="checkbox"/> Team Planning (20 mins)	TOTAL TIME 40 MINS: <input checked="" type="checkbox"/> Single Session (40 mins) <input type="checkbox"/> Two Sessions (2 x 20 mins) Other: _____	Date/Time: Faculty B mtg week 6 9.30 - 10.30
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 Achievement	Team Profile & Calling Behaviour	<input checked="" type="checkbox"/> Video – Quickstart: KPI 3 Leveraging Diversity (5:48 mins) <input checked="" type="checkbox"/> Team Profile & Talent Map (54 mins) <input checked="" type="checkbox"/> Above and Below the Line Chart & Calling Behaviour Protocol (30 mins)	TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs) <input type="checkbox"/> Two Sessions (1x 60 mins, 1 x 30 mins) Other: <u>1 x 30 min</u>	Date/Time: Part 1 general staff mtg wk 4 Faculty B mtg wk 7 9.30
 Engagement	HPT Team Meetings	<input checked="" type="checkbox"/> Video – Quickstart: KPI 2 Performance Reporting (8:25 mins) <input checked="" type="checkbox"/> Meeting Training – Moderator, Chair & Hot Issues (35 mins) <input checked="" type="checkbox"/> Best Practice Trial Run (60 mins) *Deep Dive Video & Training Module Additional 60 mins	TOTAL TIME 1 HR 45 MINS: <input checked="" type="checkbox"/> Single Session (1 hr 45 mins) <input type="checkbox"/> Two Sessions (1 x 45 mins, 1 x 60 mins) Other: _____	Date/Time: Extended Faculty mtg week 10. 9.30 - 11.30
 Business As Usual (BAU)	Team Pulse & Trust Matched Teaming	<input checked="" type="checkbox"/> Video – Quickstart: KPI 4 Work/Life & Wellbeing (4:56 mins) <input checked="" type="checkbox"/> Trust Matched Teaming (10 mins) <input checked="" type="checkbox"/> Team Pulse Conversations (15 mins)	TOTAL TIME 30 MINS: <input type="checkbox"/> Single Session (30 mins) <input type="checkbox"/> Two Sessions (2 x 15 mins) <input checked="" type="checkbox"/> Other: <u>SFD whole staff.</u>	Date/Time: Done. SFD Jan.