

Collaboration to Learn and Grow Checklist

This checklist includes steps and actions team members can take to share and gain expertise in order to provide effective interventions that meet the unique needs of individual children and their families.

A team that uses adult learning methods/teaching strategies to share knowledge and skills has a much better chance of achieving this outcome than any one team member working alone.

The checklist indicators can be used by team members individually or together to determine if they are using a variety of opportunities, both formal and informal, to focus on growing and learning together.

Practitioner: _____

Date: _____

Please indicate which practice characteristics you were able to use as a member of a team:	Seldom or never (0 - 25%)	Some of the time (25 - 50%)	As often as I can (50 - 75%)	Most of the time (75 - 100%)	Notes
1. Willingly share/receive knowledge, skills, and expertise with/from other team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Offer one another support, guidance, and helpful feedback that are honest, respectful, and supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Provide/participate in authentic learning experiences (e.g., practicing, taking risks, making mistakes, trying out new ideas without judgment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Use a variety of methods for presenting new information to one another (e.g., discussions, group problem solving activities, visuals, handouts, case studies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Use facilitation, consultation, mentoring, and coaching practices for working with one another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Participate fully in scheduled team activities by being prepared, arriving on time, and remaining engaged throughout the activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Keep an open mind when considering new concepts/ideas and work together to understand (or explain) the “why” and “application” (what’s in it for me) behind new learnings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Recognize and allow time needed to master new ideas with practice, reflection, and continued support from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Participate in interagency/community/professional organization opportunities to increase knowledge and awareness of resources to meet family and child needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is based upon the following *DEC Recommended Practices*: Teaming and Collaboration 1, 2, 3, 4

The DEC Recommended Practices are available at <http://dec-sped.org/recommendedpractices>

Access this checklist and other products at <http://ectacenter.org/decrp>

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