

## Starting a Network – Some Helpful Hints

1. Form a planning committee of two-three people.
2. Seek support from administration.
3. Find funding for snacks and other materials.
4. Choose an appropriate space that will promote professional learning.
5. Choose dates carefully – be aware of the whole school calendar and times of increased demands on teachers (e.g., report cards).
6. Organize agenda with sufficient time for discussion and reflection (e.g., 1 ½ hours).
7. Utilize a multi-pronged approach to communication (e.g., initial mailing to all schools in the Family of Schools, reminders at Family of Schools' meetings, direct email contact with Kindergarten teachers, reminder emails with agendas one week prior to the meetings).
8. Spend time in the first meeting establishing professional working norms and a focus for collaborative inquiry.
9. Plan some initial activities that will help to build community among participants.
10. Quality versus quantity – a small focussed group can be very effective.