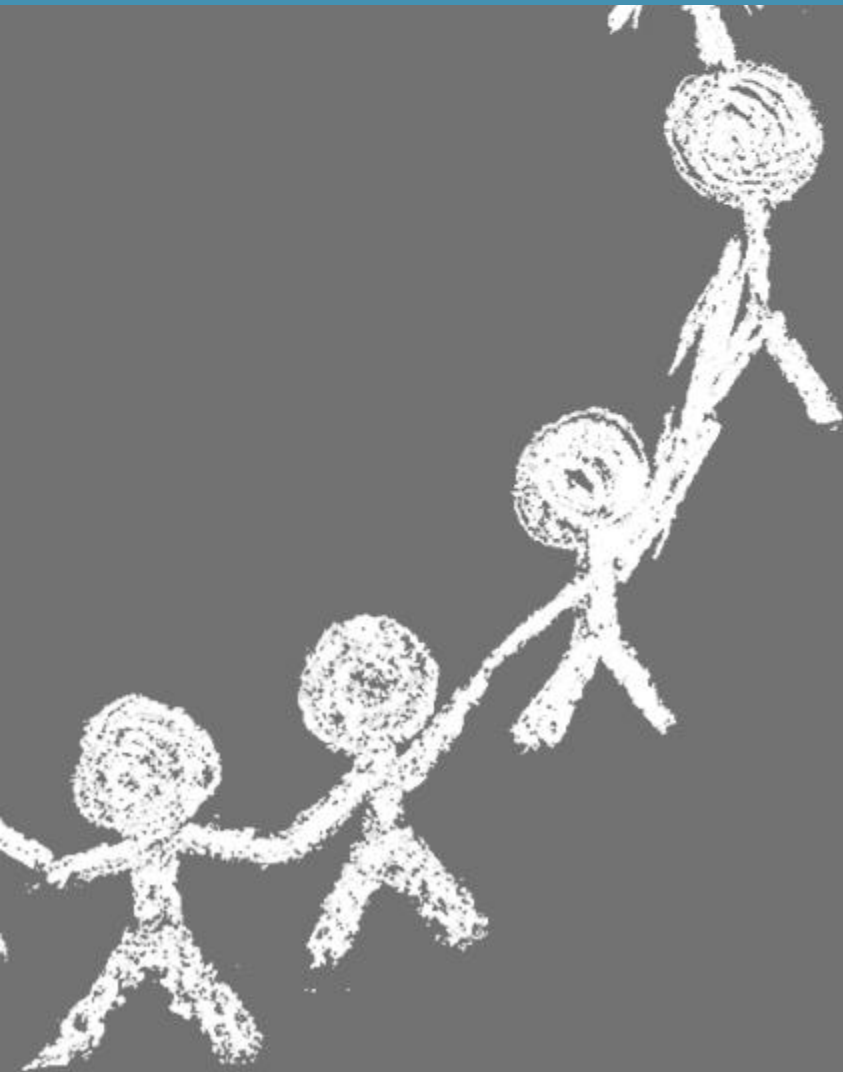




HPT Leadership Group Coaching Quickstart



HPT Leadership Group Coaching

Leadership Teams, Middle Leaders & Teacher Leaders

What are HPT Group Leadership Coaching Programs?

HPT Leadership Group Coaching Programs are a tailored series of group coaching sessions held over 6-12 months and provide the reflective space, support, accountability needed to fast-track the Strategic, Supportive and Self leadership capabilities of Executive, Middle & Teacher Leaders to build sustainable High Performance Teams (HPT).

Benefits: Leadership Teams, Middle Leaders and Teacher Leaders

Group coaching provides a number of benefits for the different leadership layers in your school:

- **Leadership Teams:** School Leaders are constantly juggling the strategic, operational and supportive demands of both their own leadership team and the whole school. Group Coaching fosters greater coordination and efficiency in leadership teams to achieve team and whole school goals.
- **Middle Leaders:** Middle Leaders have a complex role, managing up and leading down. Group Coaching enhances Middle Leaders' ability to overcome the challenges of this dual complexity through sharing direct experiences of 'best practice' and building connections between peers who share this unique role.
- **Teacher Leaders:** Teacher Leaders require skills and attributes that are not always found in the classroom teacher's toolkit. Group Coaching fast-tracks Teacher Leaders' capability to quality assure their Teaching Team's HPT systems through the power of shared learning.



How Do HPT Group Leadership Coaching Sessions Work?

HPT Group Leadership Coaching Sessions are run in group cohorts of 4 to 5 leaders. A typical coaching session runs for 60-75 minutes on a monthly, bi-monthly or termly schedule, in virtual or face-to-face formats.

HPT Leadership Coaching Sessions focus on developing an individual's strategic, supportive and self leadership capabilities as well as problem solving current challenges and pursuing relevant growth and development goals. Sessions are led by a HPT Master Coach who uses a structured agenda to ensure that sessions are inclusive, supportive, proactive, strategic and accountable. Each group coaching session is highly focused with leaders able to rapidly identify their most critical issues through completing a personal Leadership Update Tool pre-session. An annual HPT360 Leadership Feedback cycle is also recommended for optimal results.

Take Your Leadership To The Next Level!

HPT 360

LEADERSHIP FEEDBACK TOOL

Who is Group Leadership Coaching Best Suited For?

Many schools will typically opt for Group based coaching programs for their Middle Leaders due to the ease of scheduling and cross team collaborative benefits. Here's an example of a typical middle leader 12-month group coaching program schedule...

Example 12-month Group Coaching Program Schedule

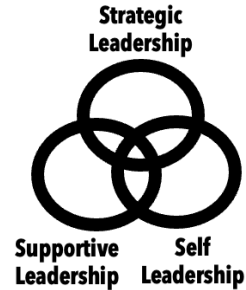
Term 1	Term 2	Term 3	Term 4
Middle Leaders Group A: Group Coaching 1 Onboarding Wk 2 T1 Lesson 4/5 (75min)	Group Coaching Session 3 Wk 2 T2 Lesson 4/5 (75min)	Group Coaching Session 5 Wk 2 T3 Lesson 4/5 (75min)	Group Coaching Session 7 Wk 2 T2 Lesson 4/5 (75min)
Group Coaching Session 2 Wk 6 T1 Lesson 4/5 (75min)	Group Coaching Session 4 Wk 6 T2 Lesson 4/5 (75min)	Group Coaching Session 6 Wk 6 T2 Lesson 4/5 (75min)	Group Coaching Session 8 Wk 6 T2 Lesson 4/5 (75min)

HPT HIGH PERFORMANCE SCHOOLS Leadership Update Tool

Name	Sue Smith
Date	5 June
Barometer	Rushed

Current Priorities In Focus: *"If you have more than three priorities, you don't have any," Jim Collins*

Strategic Leadership <i>(planning, delivery & performance)</i>	Finalising our school wide meeting cycle for next term
Supportive Leadership <i>(leading teams & individuals)</i>	Check-in with all team members & extra Team Huddles
Self Leadership <i>(wellbeing & personal growth)</i>	10,000 steps daily & review/update Life Strategy



Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	Key deliverable on AIP	Share data in staff mtgs
		Team 'Above & below line' docs done	Consistency for all staff	Update HPT team data walls
	Next Week	All cohorts using Team Profiles	Increased sharing & engagement	Showcase in staff meetings
		School art show	Parent & community engagement	Check in with organising group
Challenges	Last Week	Behavior issues, PBL non-compliance	Teacher stress & escalations	Confirm PBL protocols w' staff
		Staff sickness & juggling workloads	Long hours filling gaps - stress	Personal thankyou's & check-ins
	Next Week	Staff shortage - specialist teachers	Timetable pressure, staff stress	Share timetable coverage plan
		School supervisor visit	Higher leadership team workload	Organise and prepare ahead

Work/Life & Wellbeing:

On Track	Off Track
Family Time	Exercise
Finances	Screen Time
Relationship	Snacking

HPT Team Systems

	On Track	Off Track
Team Data Wall	✓	
Team Activity Cycle		✓
Team Pulse/Boosters	✓	
Team Meetings		✓

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

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload	Rising sick leave, long hours, personality clashes	
Managing curriculum changes	Poor assessment results in curriculum not aligned	
Conflict between middle leaders	Mixed messages to staff 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 to finalise presso
Deputy Principal	Finalise development plan	Schedule for end of week and complete pre-work

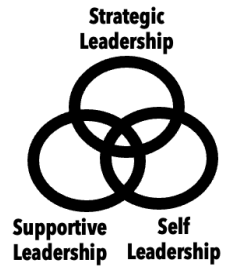
HPT HIGH PERFORMANCE SCHOOLS

Leadership Update Tool

Name	
Date	
Barometer	

Current Priorities In Focus: *"If you have more than three priorities, you don't have any," Jim Collins*

Strategic Leadership <i>(planning, delivery & performance)</i>	
Supportive Leadership <i>(leading teams & individuals)</i>	
Self Leadership <i>(wellbeing & personal growth)</i>	



Leadership Successes and Challenges:

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

Work/Life & Wellbeing:

On Track	Off Track

HPT Team Systems

	On Track	Off Track
Team Data Wall		
Team Activity Cycle		
Team Pulse/Boosters		
Team Meetings		

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

<p>Item 1 (Inclusion)</p>	<p>Welcome</p> <ul style="list-style-type: none"> • Mission: (SUPPORT, ACCOUNTABILITY, GROWTH, & LEARNING) • Purpose & Outcomes: <ol style="list-style-type: none"> 1. To build High Performance Teaching Teams that maximise collective teacher efficacy 2. Draw from the Group's Collective Genius to make progress on identified Leadership Challenges 3. 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) <p>Warm Up</p> <ul style="list-style-type: none"> • One word Barometer & Level 2/3 Conversation Starter 	<p>Chair</p> <p>All</p>	<p>4 mins</p>
<p>Item 2 (Support)</p>	<p>Individual Leadership Updates (4 x 3 min each)</p> <p>Each person shares a summary from their weekly update tool mainly focusing on:</p> <ol style="list-style-type: none"> 1. 'Leadership Successes and Challenges' section 2. 'Priorities' in Focus 3. 'Hot Issues' that could be good to get input from the group. <p><i>(questions if time permits otherwise note for offline conversations etc.)</i></p>	<p>All</p>	<p>12 mins</p>
<p>Item 3 (Proactive)</p>	<p>Hot Issues</p> <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) 	<p>All & Led by nominated individual</p>	<p>23/30 mins</p>
<p>Item 4 (Strategic)</p>	<p>HPT Implementation / PD Quick Share</p> <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 	<p>Sponsor (rotating)</p>	<p>10/17 mins</p>
<p>Item 5 (Accountable 1)</p>	<p>Priority Relationships In Focus – Forward Actions</p> <ul style="list-style-type: none"> • 2 minute updates on leadership activities focused on key relationships over next 30 days (4 x 2min each) 	<p>All or nominated presenter</p>	<p>8 mins</p>
<p>Item 6 (Accountable 2)</p>	<p>Next Steps: Barometer & Takeaways</p> <p>Each Member Barometer, Takeaway Action & Satisfaction Score (1-10)</p> <p>Close:</p> <p>Moderator Feedback & Next Meeting Plan/Roles</p> <p>Moderator feedback:</p> <p>Next meeting date/time:</p> <p>Next Chair: Next Moderator: Next PD Quick Share Sponsor:</p>	<p>Chair & Moderator</p>	<p>3 mins</p>

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

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

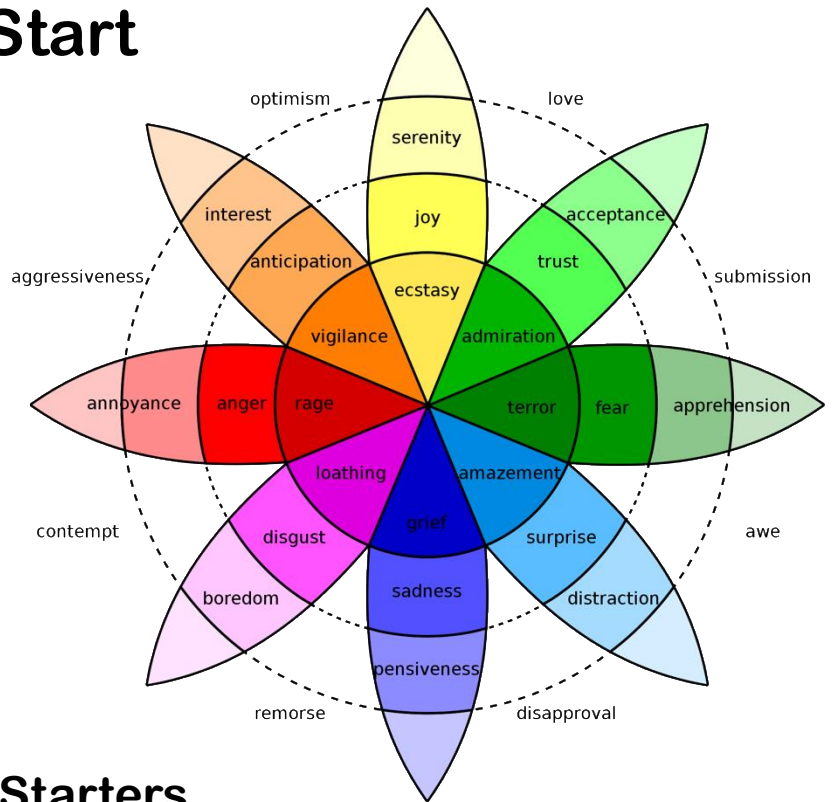
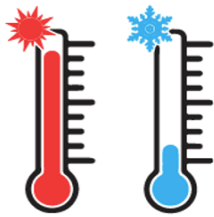
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Item 3 (Strategic)	<p>PD Intensive P1 – Setting The Scene</p> <ul style="list-style-type: none"> • Topic overview of problem of practice in focus with link back to relevant whole school / school leadership context. • School leaders' self assessment of current level of individual, team, or whole school performance (as applicable). 	All & Led by nominated individual	5 mins
Item 4 (Strategic)	<p>PD Intensive P2 – Sharing the Knowledge</p> <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)	<p>PD Intensive P3 – Taking It Further</p> <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)	<p>Next Steps: Barometer & Takeaways</p> <p>Each Member Barometer, Takeaway Action & Satisfaction Score (1-10)</p> <p>Close:</p> <p>Moderator Feedback & Next Meeting Plan/Roles</p> <p>Moderator feedback:</p> <p>Next meeting date/time:</p> <p>Next Chair: Next Moderator: Next PD Quick Share Sponsor:</p>	Chair & Moderator	3 mins

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Warm Up: Quick Start

One Word Barometer



Example Conversation Starters

KPI 1: Job Satisfaction

Lower Trust

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...

Moderate Trust

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...

Higher Trust Teams

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...

KPI 2: Performance Feedback

Lower Trust

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...

Moderate Trust

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...

Higher Trust Teams

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...

KPI 3: Leveraging Diversity

Lower Trust

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...

Moderate Trust

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...

Higher Trust Teams

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...

KPI 4: Work/Life & Wellbeing

Lower Trust

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

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

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...