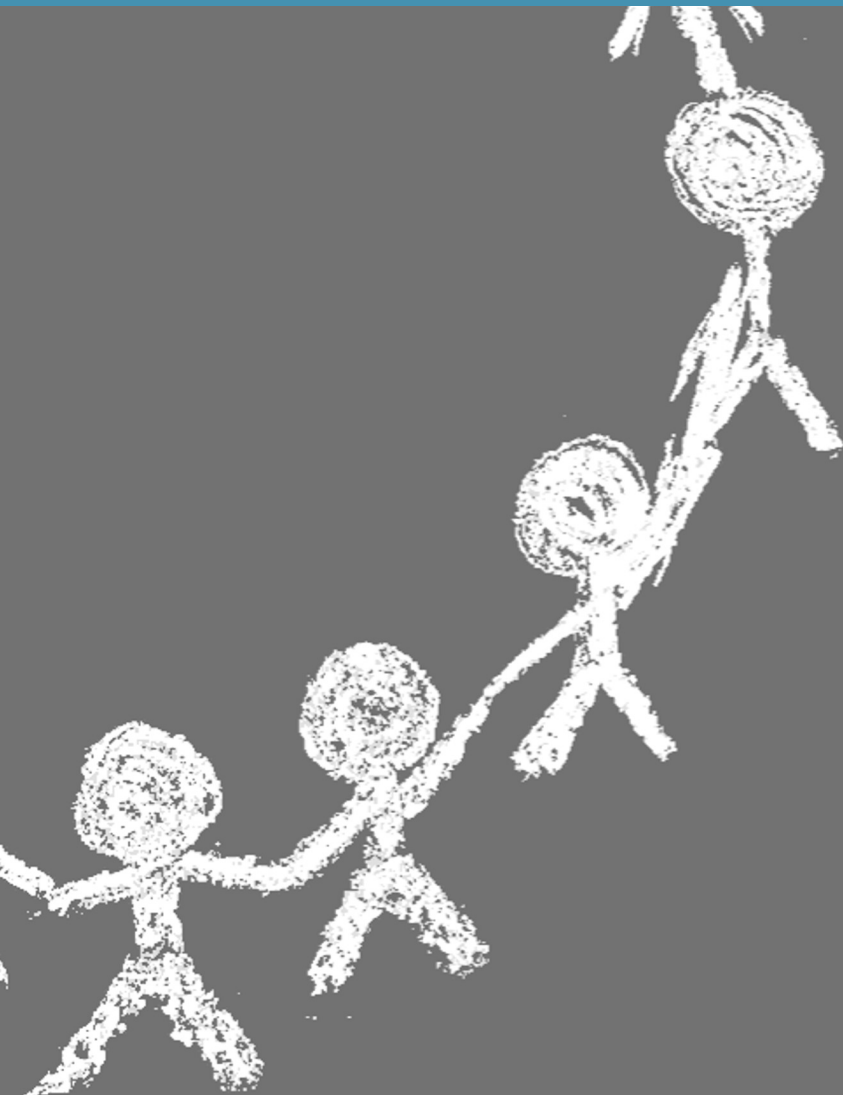


HPT Leadership Coaching

Leadership Update Tool Quickstart

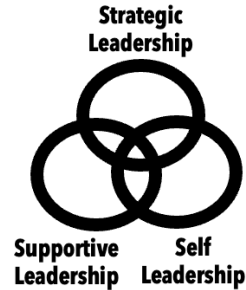


HPT HIGH PERFORMANCE SCHOOLS Leadership Update Tool

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)*

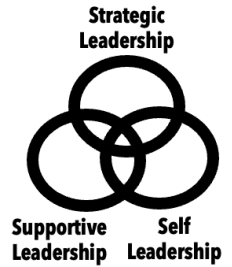
Name	Critical Issue	Forward Strategy
PBL Team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders to finalise presso
Deputy Principal	Finalise development plan	Schedule for end of week and complete pre-work

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

HPT Leadership Coaching

Individual & Group Coaching Programs

1. What Are HPT Leadership Coaching Programs?

HPT Leadership Coaching Programs are a tailored series of individual or group coaching sessions held over 6-12 months which provide the reflective space, support, accountability and skill development needed to fast track the growth of School Leaders, Middle Leaders, Curriculum Leaders & Teacher Leaders to build sustainable High Performance Teams (HPT).

The Focus of HPT Leadership: Strategic, Supportive & Self Leadership

Being an effective School Leader/ Middle Leader requires us to be able to: (1.) work 'supportively' with those we lead & the team/s we belong to, as well well as work 'strategically' on our school improvement priorities and day-to-day operational responsibilities – all the while making sure we look after our 'self' care – optimising our own wellbeing.

Thus the focus of HPT Leadership Coaching is to 1.) ensure leaders are able to maintain clarity and focus on the three inter-connected leadership domains of: Strategic Leadership, Supportive Leadership & Self Leadership as well as 2.) problem solve current challenges and 3.) proactively grow and develop their leadership capabilities.



2. How Do HPT Leadership Coaching Sessions Work?

HPT Leadership Coaching Sessions can be run one-on-one, or 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 individuals 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 coaching session is highly focused with leaders able to rapidly identify their most critical issues through completing a personal Leadership Update Tool pre-session.

HPT Leadership Update Tool		Name	Sue Smith
		Date	5 June
		Barometer	Flushed
Current Priorities in Focus: <i>What are your top three priorities, you don't have any.</i> Jim Collins			
Strategic Leadership (Leading the Organisation)	Running our school wide meeting cycle for next term.		
Supportive Leadership (Leading Teams & Individuals)	Check-in with all team members & extra Team Huddles.		
Self Leadership (Leading Myself)	10,000 steps daily & review/update Life Strategy		
Leadership Successes and Challenges:			
Description	Impact	Action	
Successes			
Last Week: All leaders using reading program	Key deliverable on ADP	Share with staff at mg	
Next Week: Team Huddles & extra team huddles	Continuity for all staff	Continue HPT team wide work	
Last Week: All leaders using Team Huddles	Increase sharing & engagement	Share in staff meetings	
Next Week: School set up time	Parent & community engagement	Check in with organising group	
Challenges			
Last Week: Behavior issues, PE, not completed	Teacher stress & workload	Carve PE, protocols & staff	
Next Week: Staff sickness & ongoing workload	Long hours / long open / stress	Personal huddles & check in	
Last Week: Staff shortage - specialist teachers	Timetable pressure, HPT staff	Show timetable coverage plan	
Next Week: School open near visit	Higher leadership team workload	Optimize our prep work	
Work/Life & Wellbeing:		HPT Team Systems	
On Track	Off Track	Team Data Wall	✓
Family Time	Exercise	Team Activity Cycle	✓
Finances	Screen Time	Team Rules/Booster	✓
Relationship	Snacking	Team Meetings	✓
Hot Issues (Focus on day-to-day leadership & operational issues)			
Describe the Issue	Describe Impact / Risk	Action / Solution	
Staff wellbeing and workload	Being sick home, long hours, personality clashes	Continued of PBL meeting	
Managing curriculum changes	Team assessment requests in curriculum not aligned	Meet with student leaders to finalise process	
Conflict between middle leaders	Abused message to staff and increased stress	Schedule for end of week and complete pre-work	
Priority Relationships (Focus on relationships with key staff and stakeholders)			
Name	Critical Issue	Forward Strategy	
PBL Team	Schedule related delays	Continued of PBL meeting	
Student leaders	Conflict presentation for assembly	Meet with student leaders to finalise process	
Deputy Principal	Finalise development plan	Schedule for end of week and complete pre-work	

Performance Focused Group Coaching Agenda		60/75min Agenda Pp 4/5
Item 1 (Included)	Welcome Messages (Support, Accountability, Growth & Learning) Purpose & Outcomes: 1. To build High Performance Teaching Teams that maximize collective teacher efficacy 2. Draw from the Group's Collective Genius to make progress on identified Leadership Challenges 3. Practice the Principles of HPT 4. Attitude: Learning PE, Do Deep/You Get Out of it What You Put into it 5. Chair (Moderator & Ground Rules only - Confidentiality)	Chair 4 mins
Item 2 (Support)	Individual Leadership Updates (4 x 3 min each) Each session shares a summary of each weekly update (not mainly focusing on 1. "Leadership Successes and Challenges" section 2. "Strategic Goals in Focus" 3. "Hot Issues" that could be good to get input from the group. (Questions if time permits otherwise note for follow conversation etc.)	All 12 mins
Item 3 (Proactive)	Hot Issues: 1. Stop & Check for issues raised in updates and call for any final Items - select top 3 - majority rule (2 min) 2. Stop & 2 x 2 min Hot Issues discussed in 7 minute cycles (1 min explain, 1 min clarify, 4 min discuss and 2 min takeaways)	All & led by nominated individual 23/30 mins
Item 4 (Strategic)	HPT Implementation / PD Quick Share - Option 1 - HPT implementation: Head Room Delegation Reporting Updates (15 mins) / Sharing of Implementation Tips (5 mins) - Option 2 - PD Quick Share: Two Minute Clip / Analytics Showcase / Data / Feedback / Journal Article or Case Presentation (5min share / 5 min discussions) SEND OUT / PRODUCE if possible	Sponsor (preferred) 10/17 mins
Item 5 (Accountable)	Priority Relationships in Focus - Forward Actions - 2 minute updates on leadership activities focused on key relationships over next 30 days (4 x 2 mins each)	All or nominated presenter 8 mins
Item 6 (Accountable)	Next Steps: Barometer & Takeaways Each Member Barometer, Takeaway Action & Satisfaction Score (1-10) Chair: Moderator Feedback & Next Meeting Plan/Notes Moderator Feedback: Next meeting dates: Next Chair: Next PBL Quick Share Sponsor:	Chair & Moderator 1 mins

3. Who Is Individual vs. Group Leadership Coaching Best Suited For?

Choosing Individual vs. Group Based Leadership Coaching depends on a few factors, such as a school's size, the complexity of issues that Leaders are engaging with, and the flexibility of Leaders' schedules. Regardless of a school's size and context we've found that all Leaders initially benefit from an onboarding session prior to normal coaching sessions. Many schools will typically opt for Group based coaching program for their Middle Leaders due to ease of scheduling, with their senior Leaders opting for Individual programs to deal with more complex issues on a more flexible schedule. An example of a typical middle leader group coaching program 12-month schedule is below:

	Term 1	Term 2	Term 3	Term 4
Example Middle Leader 12 month Group Coaching Program Schedule	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)