
Tools

Expectations

Encouraging the Formulation of Personal and Group Expectations

Background

Expectations is a method of surfacing participant expectations for a meeting or a professional development session. It is common practice for a facilitator or presenter to share expected outcomes. By soliciting the expectations of participants, the meeting or session can be adjusted to meet both group and individual needs. The invitation to provide expectations conveys joint ownership and responsibility for the meeting or session.

When to Use

- When the facilitator or presenter is not familiar with the knowledge and skills of participants
- When the meeting or session can be strengthened with shared thinking and interaction

How to Use

1. Prior to a meeting or session, prepare a chart with the title “Expectations”.
2. At the beginning of the session, share the planned content, process, and outcomes.
3. Invite participants to share their needs/expectations for the meeting or session.
4. Write each need/expectation on the chart paper.
5. Post the chart so all can see.
6. Address each need/expectation during the meeting or session.
7. As each need/expectation is addressed, check it on the chart.

Hints

Generally, most expectations can be met with the planned approach. If not, look for opportunities to include as many as possible.

How Does It Look

Expectations

- ✓• How to integrate spelling instruction in writing lessons
- ✓• How to organize the classroom for peer conferences
 - How to effectively assess student writing

Next Steps

Use the expectations method at a future meeting or session. Encourage teachers to use expectations within the classroom, when appropriate.

