



## EXPEDITIONARY LEARNING

### FUNNEL PROTOCOL: From the Top to the Tip

Participants will work in groups of 4 and will follow the “Funnel Protocol: From the Top to the Tip.” This protocol requires collaboration. Participants will establish a focus, list top obstacles, and go through a thoughtful process of putting their obstacles “through the funnel.” This process starts with the big picture at the top of the funnel and works to a fine point at the tip of the funnel.

**Getting Ready:** First, take 2 minutes to establish groups. Next, select a **process facilitator**, to keep the group on track through the steps, and a **timekeeper**, to manage the time for each step in the process.

**Focus:** Facilitator will create focus for the work of the session. “Now we are going to turn our attention specifically to module implementation in our schools/districts. In particular, are there staffing and scheduling concerns that you have regarding implementation of quality literacy instruction time?” (1 minute)

**Step 1:** (“The Top of the Funnel”) Each member of the group will take three sticky notes and list their top barriers or obstacles to module implementation, in particular regarding staffing or scheduling. (3 minutes)

**Step 2:** All sticky notes will be placed in the center of the table. (1 minute)

**Step 3:** The facilitator needs to guide this part of the process. The facilitator will read off everything listed on the sticky notes for the group. This should be a deliberate process of ensuring that all voices from the group are “heard” as each sticky note is read. (3 minutes)

**Step 4:** The facilitator establishes that this portion of the protocol is to categorize the obstacles or barriers that are currently written on sticky notes. The group will work to read the sticky notes for a second time and begin to categorize the sticky notes. This should involve thoughtful conversation, again ensuring that all voices are heard and respected. Here are some guiding questions: Are there patterns in the obstacles and barriers that are listed? Are clear categories emerging as you look at the sticky notes? What are the commonalities and differences in the items that are listed? Do not limit yourselves to these questions if other questions help to guide your categories, please ask them of one another. As a group, come to consensus on your categories. (10 minutes)

**Step 5:** As a group, prioritize the notes within each category. As you work through this portion of the process you will choose one priority item in each category that you identified in Step 4. (5 minutes)

**Step 6:** Next, select one barrier/obstacle from this process as your most important point (“The Tip of the Funnel”). The group has collaborated throughout this process. In this step, each member of the group offers his/her first choice as the most important point without additional explanation. Once all members have stated their most important point the group takes two minutes to come to consensus on the most important point or “the tip of the funnel.” The facilitator from each group will give the sticky note with the most important point listed on it to the presenter in the room. (5 minutes)

**Possible Next Steps following the “Funnel Protocol:”**

- Facilitator will place charts around the room with the prioritized topics from Step 6 of the Funnel Protocol.
- Participants will carousel around the room in small groups of three to four participants and chart solutions to the barriers/obstacle that are listed on the charts.
- Once all solutions are charted participants will do a silent gallery walk to look at the charted solutions and “notice” and “wonder” while walking. In particular, participants should look to make note of solutions that were offered to barriers or obstacles that s/he is experiencing.
- Create guiding questions from the discussion topic of the protocol and allow for action planning time so that participants leave with clear next steps based on the solutions that were brainstormed.