

Boston Ready Professional Development  
October 4, 2008  
9:00-3:00 PM  
Communication Carousel Activity/Sharing Best Practices

Time Allotted: 45 Minutes

I. Materials needed:

- Flip Chart paper
- Tape (if the flip chart paper is not self adhesive)
- Colored markers (all different colors not yellow or orange)
- Questions

II. Procedure(s):

- Participants will be broken up by groups according to color on their name tag or color placed on an index card.
- Each color will be assigned to begin at a particular question. For instance, the red group will be at (What has worked in communicating with your team?)
- Each group should agree upon a recorder/reporter.
- Each group will hold on to their markers and circulate through each question using the marker designated. Responses that have already been reflected and are similar are checked off to show agreement. Any additional thoughts can then be added.
- Once all thoughts have been completed participants will conduct a "Museum Walk" where they began.
- The "Museum Walk" will be focused on: What were recurring themes? Noted will be the most check marks. What is one strategy/thought you might take away?
- When time has concluded the "recorder/reporter" will stand at the question and respond to the questions prefaced during the "Museum Walk."

III. Questions for flip Chart:

- What is needed for a team to communicate effectively?
- What information gets communicated?
- How do you currently communicate with the adults in your classroom?
- Where do centralize the information?
- How do you currently document the information to be communicated?