

Enacting and refining remote work places

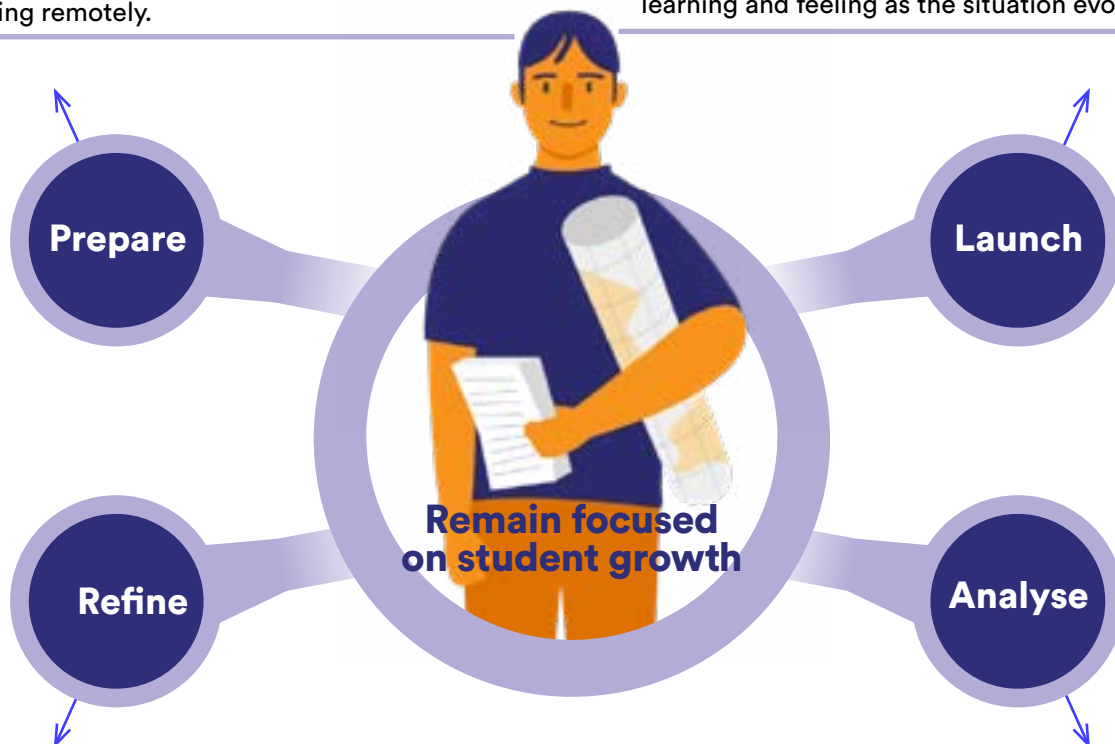
Inquiry cycles are a great way to ensure the success of distance learning in your community.

Prepare

- Create a “distance learning” taskforce of school leaders, teachers, students and parents to start a plan for a school closure.
- Gather feedback from a cross-section of the community about readiness and access to technology using **Pivot’s Pulse Check Surveys**.
- Provide expectations and guidelines about how learning should take place for all stakeholders.
- Create a plan for maintaining learning and connectedness while staff and students are working remotely.

Launch

- Enact your plan over a 1-2 week period.
- Actively seek out questions and/or concerns from all stakeholders.
- Provide short-term support based on feedback. Keep the feedback loops short.
- Overcommunicate expectations, tips and strategies.
- Keep people up to date with the changing situation.
- Be flexible.
- Gather feedback to assess how people are working, learning and feeling as the situation evolves.



Implement & Monitor

- Use feedback to re-work plans.
- Try a variety of approaches. Talk to trusted others on new approaches.
- Adapt resources and seek out new ones to support changing learning and communication needs.
- Create new plans and approaches in areas where there is an identified gap.

Develop & Plan

- Look at the feedback you have been provided with.
- Reflect on your own experience and practice recently.
- Talk to colleagues - at least daily.
- Ask; What is working? What isn't? How can we make changes that will have a positive impact?
- Assess communication structures and protocols.