

Checklist to promote collaboration

Articulate	Publicly articulate the rationale for collaboration
Redefine	Redefine staff roles so that all are expected to participate
Create	Create a master schedule that allows for collaboration
Change	Change length of the workday or school year
Establish	Establish professional support groups to learn about collaboration
Provide	Provide time for teachers to meet
Provide	Provide training in collaborative planning and teaching
Educate	Educate other school and community members about the accomplishments of collaboration
Provide	Provide incentives for collaboration