

## Organize the Idea

- Send out a call to other groups, schools, and districts to join your book study.
- Gather book recommendations: this can be done in a few ways:
  1. Ask other educators to share books that shifted their mindset or practice;
  2. Ask staff to list their top 2-5 teaching struggles/problems/challenges. Then look for books that could help people address and overcome those challenges.
- Arrange continuing education credit (*if applicable*). Not sure how to award credit?
  1. While every state varies, 10-15 hours is pretty standard to earn one graduate credit.
  2. Reach out to your local licensing agency. Depending on your state, accreditation may be handled by area universities or state agencies.
  3. Feeling stuck? Reach out to a group who already hosts/provides professional development and ask for help. They may even be willing to sponsor the book study and help drive up attendance and diversity.

## Organize Interest

- Ask participants to complete the [Joys & Frustrations graphic organizer](#).  
Why? Help educators identify what's already working for them as well as areas of frustration. This will give them a focus for their book choice AND their reading: look for a book that could help you overcome a challenge, reframe a problem into a possibility, or provide a new approach. Then, read with this goal in mind and aim to identify potential solutions via the book club reading and meetings.
- Provide summaries of each book and time for teachers to peruse the titles.
- Set a "Pick your Book" deadline. Provide a form. Consider asking teachers to also share the top 2-3 challenges they hope to address or goals they want to achieve via this book study.
- Organize your groups. Arrange people by:
  1. **Book.** Duh. 😊
  2. **Problem/Goal.** This could lead to people reading different books while working on a similar goal or challenge. It's a way to jigsaw the book study and explore multiple solutions to a problem. This format may be better suited to groups who have already completed one book study.

## Organize the Materials

- Provide copies of books to each participant.
- Provide all handouts that will be used (*see links below for examples*).
- Share credit registration information (*if applicable*).
- Share book club logistics, including dates, required reading, and tasks to complete (*see sample below*).

## SAMPLE BOOK STUDY OUTLINE

*Note: This outline works whether people read the same or different books. Times and activities noted are a starting point for your planning. Every book study will function differently depending on the time restraints/requirements.*

### Chunk 1- Chapters/Pages X-XX

**Deadline:** XXX

**Complete:** [Inspiration Listicle](#)- add ideas from the reading (and jot down anything that's been on your to-check-out list).

**Share:** Two Ah-Ha moments from the reading via the group [Padlet](#).

**Meet:** Via Zoom on (date & time)

**Agenda:** 60-90 minutes

- What: Build connections with each other
- 10 minutes- Whole Group: Welcome and quick intros.
- 10-15 minutes- Breakout Groups: Warm-up: Reintroduce yourselves. Then share 1-2 successes from your [Joys & Frustrations graphic organizer](#) and celebrate teaching awesomeness! Capture ideas (*that you want to learn more about/so you don't forget them*) on your [Inspiration Listicle](#) as you chat.
  
- What: Solidify your goal
- 5 minutes- Whole Group: You identified a challenge/goal before you picked your book. You may stick with that or shift. Use the [Challenge Question PDF](#) and write a challenge question. This will further guide your book study journey.
- 5-10 minutes- Independent work time: Draft your challenge question.
  
- What: Build connections with the content.
- 2 minutes- Whole Group: Share pre-meeting Padlet link.
- 20 minutes- Breakout Groups: Share your challenge questions and discuss your ah-ha's from the Padlet: Any ideas so far that could make teaching and learning better? Anything that could help you reach your learning goal? Continue to gather ideas on your [Inspiration Listicle](#).
- 10 minutes- Whole Group: Each group share 1-3 takeaways. Wrap-up and reminders for the next section.

### Chunk 2- Chapters/Pages X-XX

**Deadline:** XXX

**Complete:** [Long-Term vision activity](#): Does your learning goal connect? Would addressing your challenge question build toward your vision?

**Share:** Your reactions to the book so far: What ideas has it sparked? What's fallen short? Post your response via the group [Flip](#).

**Meet:** Via Zoom on (date & time)

**Agenda:** 60-90 minutes

- What: Build connections with each other
- 10 minutes- Whole Group: Share a teaching win from the last two weeks.
- 10-15 minutes- Breakout Groups: Reintroduce yourselves. Each share one or two ideas from the book that are still sticky- things your brain can't let go, either because you're excited about them or because they irritated you.
  
- What: Focus on your goal
- 5 minutes- Whole Group: Time to start brainstorming possible solutions: How might you use the ideas from this book/book study to help you address your "problem"?
- 5-10 minutes- Independent work time: Complete the [Solutions Brainstorm](#).
  
- What: Build connections with the content.
- 2 minutes- Whole Group: Provide directions for the next breakout.
- 20-30 minutes- Breakout groups: Share your challenge question and a couple solution ideas. Get feedback from the group and add them to your brainstorm.
- 5-10 minutes- Whole Group: Wrap-up and reminders for the next section.

### Chunk 3- Chapters/Pages X-XX

**Deadline:** XXX

**Complete:** [Self-care HEART activity](#) and reconnect with your teaching WHY. How can your book and [Challenge Question](#) help you fulfill your WHY? Modify your challenge question/goal as you wish.

**Share:** Your top take-away(s), want to implement (*eventually*) idea(s) from the book. Post to the group [Jamboard](#).

**Meet:** Via Zoom on (Date & time) AND/OR Provide an in-person option.

**Agenda:** 60-90 minutes

- What: Build connections with each other
- 10 minutes- Whole Group: Welcome barometer check: use Pear Deck, Mentimeter, or just a fist of five to see how folks are feeling. Share link to the group [Jamboard](#). Give people a few minutes to read the posts.
- 15-20 minutes- Breakout Groups: What are you excited to try? What might help you make teaching more joyful for YOU? What might help make learning more joyful for students, or even just for that ONE student? Share.
  
- What: Make your Plan
- 5 minutes- Whole Group: You've gathered a lot of ideas related to your challenge/goal. It's time to start thinking about what you will DO with all those ideas; now you answer your challenge question. Share [Solution Statement](#) document. You can write as many statements as you wish!

- *5-10 minutes*- Independent work time: Draft a possible [Solution Statement](#)
- What: Build your plan.
- *2 minutes*- Whole Group: Provide breakout group instructions.
- *20-30 minutes*- Breakout Groups: Share your challenge question and solution statement. Get feedback from the group. Revise as desired. Share any resources, materials, ideas, anything that could help another teacher successfully address their challenge.
- *5-10 minutes*- Whole Group: Share the [Educator's Canvas](#) PDF and Canvas [Jamboard version](#). This is your task to complete before our next meeting- use Kami, use pen and paper, make a document, make a copy of the Jamboard- whatever format works best.. Wrap-up and reminders for the next section.

#### Chunk 4- Chapters/Pages X-XX

**Deadline:** XXX

**Complete:** [Educator's Canvas](#) PDF with Kami or use the [Jamboard version](#) and make a copy to complete. This will help you organize your ideas so you're ready to deploy and implement. Complete all the boxes as they are helpful to YOU. There's no order to go in, there's no right or wrong answers. Create your plan.

**Share:**

**Meet:** Via Zoom on (Date & time)

**Agenda:** *60-90 minutes*

- What: Build connections with each other
- *2 minutes*- Whole Group: Welcome- It's all about connecting the dots.
- *10-15 minutes*- Breakout Group: What are your big thoughts on the book?
- What: Taking Action
- *2 minutes*- Whole Group: Before you get feedback on your Canvas and solution plan, what questions do you have for you breakout group?
- *5 minutes*- Independent work time: Write down 2-3 questions you have for your breakout groups. Are there pieces still missing? A debate you're still having? Need support? What can help your idea be even better?
- *15-20 minutes*- Breakout Groups: Share your plan. Ask your questions.
- *2 minutes*- Whole Group: Stay with these folks or rotate?
- *15-20 minutes*- Breakout Groups: Share your plan. Ask your questions.
- *If time*- Whole Group: Stay with these folks or rotate?
- *If time*- Breakout Groups: Share your plan. Ask your questions.
- *5-10 minutes*- Whole group wrap up: Share [Execution Plan](#) and/or the [What's Next Reflection](#). Use them as they are helpful to your planning (execution plan) and to your reflecting (reflection). Share any feedback forms or final credit steps.