

Tuning Protocol

Purpose – as a problem solving tool, the Tuning Protocol aims to ensure that presenters receive direct and respectful feedback on the ideas they present, as well as the opportunity to reflect on the feedback.

Steps

1. Introduction. The facilitator briefly introduces the protocol goals and norms and distributes a copy of the steps.
2. Presentation. The presenter shares what it is they would like to be tuned, such as a something they've tried which hasn't quite worked, or draft of a plan currently under development, and provides relevant information about efforts to date. The presenter may also highlight particular questions that she or he would like the respondents to address. During this step, the respondents may not speak. (10-15 mins)
3. Clarifying Questions. Participants have an opportunity to ask "clarifying" questions in order to get information that may have been omitted in the presentation that they feel would help them to understand the context for the student work. Clarifying questions are matters of "fact." The facilitator should be sure to limit the questions to those that are "clarifying," judging which questions more properly belong in the warm/cool feedback section. (5 mins)
4. Response (warm and cool feedback). Respondents note their warm and cool reactions to what the presenter has said. During this step, the presenter may not speak. Warm feedback emphasises the strength of the presenter's thinking or work, and their efforts to date. Cool feedback emphasises potentially problematic aspects of the presenter's thinking or work, and might sound like:
 - "I wonder if..."
 - "I'm curious about your interpretation of... Could you say more?" (although the presenter may not speak!)
 - "I'm wondering why [the presenter] chose to..."
 - "Perhaps a possible downside of... might be that..."
 - "Once thing that [the presenter] might try could be..."(10-15 mins)
5. Reflection. The presenter re-joins the group and shares their new thinking about what they learned from the participants' feedback. This is not a time for the presenter to defend themselves, but rather reflect aloud on anything that seemed particularly interesting. (5 mins)
6. Debrief. Participants reflect on the process. (3-5 mins)

Adapted from <https://schoolreforminitiative.org/doc/tuning.pdf>