

Problem Solving & Power Equalization Checklist

Potential Strategies for Improvements

Please review each point below and indicate the status of these strategies.

	Potential Strategies	Yes Date	In Process	Not Yet
1.	Incorporated Leadership Beliefs # 2 and 3 into our school culture a. Leadership team signed a commitment form b. Displayed one or both of the models. c. Taught the following concepts to key leadership teams • Situational leadership • Decision-making Model • Power Equalization Model			
2.	Established structures and systems to promote win/win decisions a. Organizational chart is displayed (faculty handbook, faculty lounge, web-site). b. A supporting document clarifies the chart and the process for selecting or electing members to these leadership teams, length of service, etc c. Leadership teams charged with decision-making responsibilities • Instructional Focus Team • Faculty Advisory Council or Operations Team. d. Agendas distributed at least 24 hours before meeting e. Ground rules are posted and used to promote effective meetings. . . f. Process observers are used to improve the quality of meetings g. Minutes are distributed and posted within 24 hours after meeting. . . h. Problem analysis forms are used to help address sensitive issue.			