**Multi Tiered System of Support Six Step Tuning Protocol**

* Project Overview (7 minutes)
  + Selected ‘presenter’, with support from the team, presents the work, an overview of the plan, and a dilemma question
* Clarifying Questions (2 minutes)
  + Participants ask question that are very specific and require brief factual answers. (Who, what, when, where?)
* Probing Questions (3 minutes)
  + Participants ask questions that help the presenting team expand their thinking about the dilemma question; they avoid advice. (Why and how?)
* Discussion (10 minutes)
  + Participants discuss the work presented and explore solutions or strategies for the dilemma question; direct conversation is with each other not the presenter; the presenter is silent and takes notes on the discussion
* Reflections (3 minutes)
  + Participants are silent; the presenter(s) has the opportunity to respond to what was heard in the discussion; or discuss what were, for him/her, the most significant comments, ideas and questions proposed
* Debrief (3 minutes)
  + Group debriefs on the process
    - Norms, time, results

*Tuning Protocol Norms:*

*One person speaks at a time. We honor time guidelines. Be hard on content, soft on people.*

*Avoid false harmony; challenge the work, but not the people. Be kind, specific, and helpful.*

*Step up/step back: be careful not to dominate; bring others into the conversation. Other…*