

## **2024-25 Professional Learning Book Study Option Guide**

***The Checklist Manifesto: How to Get Things Right* by Dr. Atul Gawande** (can be used for FELS renewal points by following suggested protocol)

### **Suggested School-Based Protocol**

For 24-25, we have several featured books for school-based professional learning study. A school may reserve a set of books for book study by emailing Susan Walden in the Office of Professional Learning. Sets of up to 25 books are available, along with this protocol, to be borrowed for a facilitated study for up to six months.

**Book Summary:** In his latest bestseller, Atul Gawande shows what the simple idea of the checklist reveals about the complexity of our lives and how we can deal with it. The modern world has given us stupendous know-how. Yet avoidable failures continue to plague us in health care, government, the law, the financial industry—in almost every realm of organized activity. And the reason is simple: the volume and complexity of knowledge today has exceeded our ability as individuals to properly deliver it to people—consistently, correctly, safely. We train longer, specialize more, use ever-advancing technologies, and still we fail. Atul Gawande makes a compelling argument that we can do better, using the simplest of methods: the checklist. In riveting stories, he reveals what checklists can do, what they can't, and how they could bring about striking improvements in a variety of fields, from medicine and disaster recovery to professions and businesses of all kinds. And the insights are making a difference. Already, a simple surgical checklist from the World Health Organization designed by following the ideas described here has been adopted in more than twenty countries as a standard for care and has been heralded as “the biggest clinical invention in thirty years” (*The Independent*).

The following pages outline the suggested book study protocols for this title. Protocols may be adjusted to fit school or site needs and preferences. Courses and credits will be entered in LEADS by the district office after the books are reserved by the TEC rep. A separate request for a course will NOT need to be made by PLAs/TEC reps., but documentation should be turned in to Susan Walden ([waldens@leonschools.net](mailto:waldens@leonschools.net)) and Tonya Gerardi ([gerardit@leonschools.net](mailto:gerardit@leonschools.net)) for credit.

## ***The Checklist Manifesto: How to Get Things Right* by Dr. Atul Gawande**

**Suggested Pacing: 4-6 meetings; 1-2 chapters per meeting; Maximum of 32 hours/points**

Step One: The book study facilitator will distribute a meeting and reading schedule with meeting dates/due dates to participants along with the reflection tasks that should be brought to each meeting.

Step Two: The book study facilitator will host meetings as scheduled using the discussion protocol provided along with collecting reflection task work. The book study facilitator will either have participants sign in for each meeting or will take attendance at each meeting that will be turned in for credit documentation to the Office of Professional Learning.

Step Three: After the final scheduled meeting, the book study facilitator will collect all reflection tasks and verify all participant attendance to determine the number of points that should be awarded to each participant. A version of the chart provided in Appendix A should be provided to the Office of Professional Learning to document this information.

Step Four: The book study facilitator will submit the following required documentation to the Office of Professional Learning (email documentation to [waldens@leonschools.net](mailto:waldens@leonschools.net) AND [gerardit@leonschools.net](mailto:gerardit@leonschools.net)):

- The completed credit chart for the book study (modeled on Appendix A)
- Meeting attendance or sign-in sheets from ALL meeting sessions
- A sample of any three reflection tasks submitted for the book study

### **Book Study Meeting Discussion Protocol**

1. Participants should bring their book and reflection task responses to each meeting.
2. The book study facilitator will begin the conversation for each meeting by asking each participant to pose their chapter reflective question to the group. After each question is posed, the group will pause for responses. If multiple participants have generated the same question, the facilitator will ask to have them note this before discussion begins.
3. After discussing participants' reflective questions, the book study facilitator will ask participants to provide responses to the following:
  - a. How could the information in this chapter inform one of our current practices or ways of work in our area or at our school/site?
  - b. What important points in this chapter are ones with which we strongly agree? What ideas from this chapter would we challenge?

### **Reflection Tasks Protocol**

*(These tasks are to be completed independently by book study participants or in small groups in advance of book study meetings. Responses should be written/typed and submitted to book study facilitator.)*

For each chapter of *The Checklist Manifesto*, participants should complete the following:

- Write an open-ended (not a "yes or no") question about the main ideas in this chapter that they can pose to the group in discussion. Participants should provide a brief response to the question that outlines their own thoughts as a response.

- Three reoccurring topics in this book are 1.) Leadership, 2.) Teamwork, and 3.) Accuracy/Efficiency. For each chapter, provide a brief description (1-3 sentences) that discusses what thoughts or ideas the author communicates about each topic in this chapter.

**Appendix A: Example Credit Documentation Tracking Chart (May be adjusted to fit school or site needs.)**

Book Title:

Book Study Facilitator:

Dates of Book Study:

*\*Note – Meeting hours are equivalent to 1 point per 1 hour of attendance*

Name	Meeting #1 Attendance #Hours: Date:	Meeting #2 Attendance #Hours: Date:	Meeting #3 Attendance #Hours: Date:	Meeting #4 Attendance #Hours: Date:	Chapter 1 Reflection (1= Turned in; 0= Not turned in)	Chapter 2 Reflection (1= Turned in; 0= Not turned in)	Chapter 3 Reflection (1= Turned in; 0= Not turned in)	Total Points
Person 1								
Person 2								
Person 3								
Person 4								

