



## The Tuning Protocol: Tuning a Plan

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*Developed in the field by educators.*

When you tune a plan you have two basic components: a set of goals and a set of activities sequenced in a way that you believe will help the people you work with to meet those goals. The general objective of tuning a plan is to get feedback from your colleagues about the degree to which the activities you structure seem likely to meet these goals. The plan is “in tune” when the goals and activities are most in alignment.

1. **Presentation** (5-10 minutes)

- Context for the plan
- Goals that drive the plan
- Focusing question for feedback

*Note: This question should be a more specific version of the general goals above. Participants are silent.*

2. **Clarifying Questions** (3-5 minutes)

Clarifying questions are matters of fact. Save substantive issues for later.

The facilitator is responsible for making sure that clarifying questions are really clarifying.

3. **Examination of the Plan** (5-10 minutes)

Participants read the plan, taking notes on where the plan seems “in tune” with the stated goals and where there might be problems.

4. **Pause to Reflect on Feedback** (2-3 minutes)

5. **Feedback** (10-15 minutes)

Participants talk to each other about the presenter’s plan in the third person, beginning with the ways the plan seems likely to meet the goals, continuing with possible disconnects and problems, and perhaps ending with one or two probing questions for further reflection on the part of the presenter. These don’t need to be in tight sequence, but participants should always begin with warm feedback. Facilitator may need to remind participants of presenter’s focusing question. The presenter is silent, listening into the conversation and taking notes.

6. **Reflection** (3-5 minutes)

Presenter talks about what s/he has learned from the participants’ feedback. This is NOT a time to defend oneself, but a time to explore further interesting ideas that came out of the feedback section.

7. **Debrief the Tuning Process** (3-5 minutes)

