

Prepare, Look, Think, Act (PLTA) Process Handout

Use this handout to plan for and document PLTA discussions in Leadership Team Meetings, Coach Community Meetings, or Coach Learning Experiences.

Program: _____ **Date:** _____

Participants: _____

A **decision** that needs to be made is...

Prepare - Gather and display effort and effect data related to the decision (*What are the data sources?*)

Look and Think - Examine and describe what the data show related to the decision, and consider strengths, needs, and if other data are needed (*After looking at the data, we notice...*)

Act - Identify actions or next steps related to the decision using data as a guide along with participants' knowledge and experiences (*Informed by our data, knowledge, and experiences, we will...*)

