**Teacher Leader Advisor Application: Collaboration Task**

**Task**

Create an agenda and plan for a collaboration meeting you will host. Your response should include the following components:

1. A 2-page agenda that makes it clear how time would be spent during the meeting to ensure participants master the session’s objective (see details below).
2. A 1-page description of the steps you would take leading up to the meeting to ensure you and the participants are ready. Consider what you would do to guarantee smooth logistics, high rates of participation and high quality content.

**Details**

* **Who:** 100 Teacher Leaders from your region
* **How long:** 4 hours
* **Primary Objective:** Teacher Leaders will be able to create SLTs aligned to their end of year assessment
  + *Scaffolded objective:* Teacher Leaders will be able to identify the components of a strong SLT
  + *Scaffolded objective:* Teacher Leaders will evaluate the strengths and weaknesses of a sample SLT