

Seeking a Learning University

Printable Tools

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Eight reusable blank tools from Appendix D of Seeking a Learning University. Choose the tool that fits your team's work, record the next action, and return with evidence. These letter-size pages provide room to write and print. This download contains the tools, not the full book.

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Use a clean copy for each new priority or review cycle.

Print at actual size on US Letter paper. Keep a blank master for reuse. Use roles, codes, and aggregated results. Keep confidential staff and student information in approved secure systems, not in publicly shared copies.

2A Audit resources against the goal

Chapter 2 Resources Fuel for the Fire

Start with the agreed focus. Inventory time, people, tools, spaces, and support before requesting something new.

New blank tool adapted from Chapter 2's Resource Audit and ILT Resource Review.

Priority and success criterion

Resource	What we have	What is missing or underused	Next move
Time			
People and expertise			
Materials and tools			
Space and access			
Trust and support			

What can we stop or reduce because it does not serve this priority

Who controls a resource that could be shared

What small change would unlock capacity we already have

2B Turn the audit into a decision

Chapter 2 Resources Fuel for the Fire

Make the resource decision concrete. Separate the proposal from any spending or scheduling approval still required.

New blank tool adapted from Chapter 2 and the Resources component in Appendix B.

Decision	Complete before implementation
Resource to provide or reallocate	
Why this supports the goal	
Who will receive the support	
Amount or time required	
What will be reduced or replaced	
Decision owner and approval needed	
Date the resource will be available	

How will the calendar and budget show that this priority matters

What barrier could prevent access and what is our alternative

How will we know the resource was used and helped the work

Check date and person responsible for the review

3B Check practice and transfer

Chapter 3 Training The Engine of Consistency

Record low-inference evidence of the practice (what you saw or heard, without judgment), then return after application. Keep individual evaluative records in approved secure systems.

New blank tool adapted from Chapter 3’s Model It, Motivate It, and Measure It principles.

Target skill and observable success criteria

Stage	Evidence observed	Feedback and next attempt
First practice		
Practice after feedback		
Application in the workplace		

What improved between attempts

What still needs modeling or practice

Next action	Owner or role	Due date	Evidence to bring back

What will we reinforce or celebrate

4B Record evidence and coach the next step

Chapter 4 Coaching and Monitoring The Circle That Keeps It Alive

Begin with questions. Distinguish what you saw or heard from your interpretation. Agree on one actionable next step and the evidence that will show progress.

New blank tool adapted from Chapter 4's feedback, reflective dialogue, documentation, and celebration elements.

Date _____ Team or code _____ Coach role _____

Agreed focus and success criterion

Evidence What did we see or hear without judgment

Reflection What does the practitioner notice and what questions remain

Next step What will be practiced or changed

Support What model, resource, or practice will help

Revisit date	Evidence of progress	What we will celebrate

4C Track actions and follow through

Chapter 4 Coaching and Monitoring The Circle That Keeps It Alive

Use one line per action. Bring this page back before adding new work. Status should reflect evidence, not just a reported completion.

New blank tool adapted from Chapter 4's documentation requirement and Chapter 5's action-step structure.

Priority and review period

Action and owner or role	Due date	Evidence or receipt	Status and next support

Which actions are producing change and how do we know

Where is follow-through breaking down

What will we stop, start, or continue before the next review

Use role names or codes on shared copies. Do not copy confidential observation notes or student records into this tracker.

6A Audit the habits that shape culture

Chapter 6 From Compliance to Culture How Systems Grow Souls

Compare what the organization says with what people experience. Focus on habits you can observe and change.

New blank tool adapted from Chapter 6's routine audit and ILT Culture Keepers application.

The value or cultural commitment we want people to experience

What does the schedule show we value

Which voices are missing or unsafe to hear

What practice reflects compliance rather than shared commitment

7A Define measures that matter

Chapter 7 Measuring What Matters Turning Data into Discipleship

Pair implementation evidence with learner results. State how each measure is calculated so the team can compare like with like.

New blank tool adapted from Chapter 7's measurement system and ILT Data Cycle.

Priority and the result we want for learners

Measure	Adult implementation	Learner result
What exactly is measured		
Definition or calculation		
Baseline and date (Starting measured result and date)		
Target and date		
Source and collection frequency		
Collection and quality-check roles (Who gathers the data and who checks its accuracy)		

What limitations, missing data, or context could affect interpretation

What result would trigger support, a change of plan, or celebration

For percentages, define the numerator and denominator. Missing data is not zero. Small-group results can identify people even when names are absent.

7B Turn data into the next action

Chapter 7 Measuring What Matters Turning Data into Discipleship

Read implementation evidence and learner outcomes together. Do not claim that a change caused an outcome when the evidence only shows they occurred together.

Adapted from Chapter 7's seven-stage ILT Data Cycle.

Review period _____ Priority _____

Cycle stage	Team response
Clarity and collect What timely evidence addresses our focus	
Analyze What trend do we see across the evidence	
Interpret What might explain it and what else must we check	
Plan What goal, action, tool, and through-line follow	
Monitor What will verify implementation	
Coach Who will provide what support	
Celebrate Which agreed criterion has been met	

Next review date and evidence to bring

What decision changed because we examined the data