APPLE Schools

Trimming The Weeds

Purpose:
To provide a framework to review resources with the intent of *weeding out* those that participants do not find valuable and relevant.

Participants should be frontline staff that work directly with the resources being evaluated.

Materials:
- Laptops and WIFI (if the resources are online)
- Copies of the resources (if resources are hard copies)
- Mini flower pots (or any small container)
- Fake flowers
- Premade Trimming the Weeds Resource Evaluation sheet, with names of resources on them (attached)
- Pens

Time for Process:
- 45 to 60 minutes (allows time for 10 resources per participant to be reviewed and discussed)

Pre-process Steps:
1. Identify the resources that need to be reviewed
2. Determine a list of questions that will help participants determine whether the resource is valuable or not. For example:
   a. When was the resource created?
   b. Is there a better resource available?
   c. Is the resource easily accessible?
   d. Does this resource make sense for your work?
3. Populate the resource evaluation sheet with the name of the resource and questions that you want feedback on (template attached).
4. Pre-determine your groups (2 to 3 people) and what resources they will be reviewing (no more than 10 resources per group). Be sure that at least two groups review each resource, and that participants are reviewing resources in their expertise field.
5. Put fake flowers into flower pots and place on the table.

Process:
1. Welcome participants and explain the purpose of the session.

2. Organize participants into pre-determined groups.
3. Provide each group with pre-determined resource evaluation sheet for them to review
4. Provide instruction on how to decide if the resource is valuable or not. Give them the created list of questions to consider.
5. Explain the process of completing the resource evaluation sheet.
    a. First column provides the description and location of the resource.
    b. Second column asks if they have ever used the resource.
    c. Third column asks if they feel the resource is valuable based on the question prompts.
    d. Fourth column asks for specific feedback or recommendations on the resource.
6. Establish how long should be spent on each resource, when to review the next resource, and the method for determining when time is over. Allow approximately 4 to 5 minutes for each resource.
7. Once the group has determined a verdict for the resource, they will either *plant* the resource in the flower pot indicating it has value, or discard into the *weeds* pile if there is limited or no value. This process is repeated for each resource in the bundle.
8. Weeds from both the flowerpots (valuable resources) and weeds pile are collected from each group.

Next Steps:
- Use the feedback to determine whether the resources will continue to be shared or not. Resources that were *planted* by all groups reviewing should be considered valuable and worthy of keeping.
- Consider asking for more feedback from others if the participants evaluating the resources have never used the resources in the discarded weeds pile. They might be valuable to a different subset of people using the resources.

Trimming the Weeds: Resource Evaluation

Resource:	Have you ever used this resource? Yes ☐ No ☐	Use the prepared questions to review the resource to determine whether it is valuable or not.	Feedback and Recommendations
Website (if online)	When did you last use it? This Year ☐ Last Year ☐ 2 Years or more ☐	Is the resource valuable? Yes ☐ No ☐	

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