**PD CHECKLIST AND CYCLE**

**Before the PD is held**

* Practice, practice, practice
  + PD should be internalized. A script should not be needed since your PowerPoint and handouts are the tools you use to guide the process and progress of a PD.
  + Practice in front of a mirror, with a small group, in your car, etc.
  + Consider the participants and how it might be necessary to modify any group activity or task.
  + Practice the strategies with your students so that you have a true experience to share how it went when implemented and what you might change for the next time.
* Send an email reminder 7 days before the PD.
* Double-check that you have all your materials/handouts/copies/posters ready.
* Check all links and websites.

**Day of PD**

* Send one more reminder to participants (ex: all call over the intercom, note in boxes,
* calendar invite notification, etc.).
* Arrive early to set up all materials.
  + Set up and check projector.
  + Check the sound if needed.
  + Set out a sign-in sheet.
  + Place necessary handouts on tables
* Assess the group size and quickly modify any pre-planned activity or task to accommodate the group size.
* Provide an opportunity for participants to give session feedback.

**Post-PD Session**

* Self-reflect over the session.
  + What went well…
  + What might have gone better if…
  + What will need to be adjusted for next time…
* Follow up/Reflection with teachers.
  + Formal or informal settings
  + Use the SCORE reflection to share about the strategy used.

A diagram of a school objective

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