**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.

