**PLANNING MEETING**

**PD Details**

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| **Date** | **Time** | **Length** |
| **Audience** | **Goal**  | **Topic** |

**Go to learn.k20center.ou.edu and browse the professional learning tab. Find some options that relate to the topic you’ve selected. Put a star beside the one you decide to use as a starting place.**

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**Looking at PD activity you’ve selected, use the** [**5E Reflection Tool**](https://docs.google.com/document/d/1OP9-jBq-pw1OcV-9WrNC8B1DyiXyDf0C/edit?usp=sharing&ouid=101186611390220095301&rtpof=true&sd=true)**and determine each component is observable in the PD (Engage, Explore, Explain, Extend, Evaluate).**

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**In what ways will you need to modify the activities to meet your teacher audience?**

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**In what ways will the facilitation of this PD push you to grow in the areas discussed during our last meeting? What are goals for the facilitation of this activity?**

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**Next Steps:**

* Gather Supplies needed to facilitate your session
* Begin promoting PD topic and date (Email, Calendar Invite, Staff Newsletter, Flyers, etc.)
* Next meeting, practice run-through

