

PLANNING MEETING

PD Details

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.

Looking at the PD activity you've selected, use the [5E Reflection Tool](#) and determine how each component is observable in the PD (Engage, Explore, Explain, Extend, Evaluate).

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

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

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.

PD Structure Plan—Whole School Objective

School Objective Needs Assessment

- Sent out to teachers via Google survey with PD options
- Topics shared with teachers early
- Supported and discussed by administration
- Empower teachers with opportunities through voice and choice

Formal PD

- Built with teacher partners
- Engage prior knowledge
- Introduce concept
- Share research
- Check understanding

Reflection

- During PLCs
- View student work & data
- Strategy, Celebrations, Obstacles, Refinements, Extra Notes (SCORE)
- Provide and Analyze feedback
- Ask: Where do we go from here?

Collaborative Work Session

- During PLCs or informal conversations
- Brainstorm ideas
- Apply knowledge/ideas to content with specialist
- Offer modeling/co-teach/technology integration
- Action research

Works Referenced

- Bernhardt, P. E. (2015). 21st Century Learning: Professional Development in Practice. *The Qualitative Report*, 20(1), 1–19.
- Grossman, R., & Salas, E. (2011). The transfer of training: what really matters. *International Journal of Training and Development*, 15(2), 103–120.
- Gulamhussein, A. (2013). Teaching the teachers: Effective professional development in an era of high stakes accountability. *Center for Public Education*.