# 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 seven 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 preplanned 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.

# 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.*