**PD PLANNER**

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| SCHEDULING THE PD | | | |
| * Time \_\_\_\_\_\_ * Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * K20 Planning Meeting Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | * Group Size \_\_\_\_\_\_ * PD Topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * K20 Planning Meeting Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| LEAD FocusFocus on one skill at a time.Challenge yourself to stretch beyond  your comfort zone and grow.Consider your professional needs  and the school’s needs. | | PD CategoryConsider what you need in your classroom.Pay attention to what other teachers  are mentioning.Try to align the PD to your school’s  action plan(s). | |
| * Relationship Building * Communication * Facilitation Skills * Classroom Management Support * Advocacy * Mentorship * Instruction Support Collaboration * Continuous Improvement * Community Engagement | | * Academic Preparedness * School Climate and Culture * Technology Integration * Student Engagement * College & Career Going Culture * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| PROMOTE | PREPARE | DAY OF | FOLLOW-UP |
| * Email * Bulletin * Flyers * Calendar Invite * Newsletter * In-person | * Print handouts * Gather materials * Review and  adjust slides * Practice facilitating * Print sign-in sheets * Print evaluations or create link/QR code | * Set up desks/tables * Projector, sound, cords * Connect laptop * Display slides * Organize handouts * Distribute first materials and handouts * Put out sign-in sheets and pens * Send a final reminder to participants | * SCORE reflection * Strategies * Lessons * Modeling * Co-teaching * Tech Integration * Planning/ Brainstorming |

**DEBRIEF MEETING**

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| 1. What are your initial thoughts or feelings about the PD? |  |
| 1. Looking at the [Authentic Lesson Reflection Tool](https://k20center.ou.edu/wp-content/uploads/2023/07/Authentic-Lesson-Reflection-Tool.pdf), how did the facilitator use the PD to model authenticity and create an authentic learning and teaching experience? |  |
| 1. Looking at the [5E Reflection Tool](https://docs.google.com/document/d/18jSCfpOnDB2jprmK54Y10ngiOn5A5McZ/edit), how were these components observable in the PD? |  |
| 1. What were the strengths of the PD preparation? |  |
| 1. What were the strengths of the PD facilitation? |  |
| 1. What was your favorite part of the PD? |  |
| 1. What were the weaknesses of the PD preparation? |  |
| 1. What were the weaknesses of the PD facilitation? |  |
| 1. What do you think would be/was the hardest part to facilitate? Why? |  |
| 1. When do you feel like participants were most engaged? Why? |  |
| 1. What things would you have changed if you had presented this PD/ What would you change if you presented this PD again? |  |
| 1. Do you have any other thoughts about the PD? |  |