**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 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
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**DEBRIEF MEETING**

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| 1. What are your initial thoughts or feelings about the PD?
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| 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?
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| 1. Looking at the [5E Reflection Tool](https://docs.google.com/document/d/18jSCfpOnDB2jprmK54Y10ngiOn5A5McZ/edit), how were these components observable in the PD?
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| 1. What were the strengths of the PD preparation?
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| 1. What were the strengths of the PD facilitation?
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| 1. What was your favorite part of the PD?
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| 1. What were the weaknesses of the PD preparation?
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| 1. What were the weaknesses of the PD facilitation?
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| 1. What do you think would be/was the hardest part to facilitate? Why?
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| 1. When do you feel like participants were most engaged? Why?
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| 1. What things would you have changed if you had presented this PD/ What would you change if you presented this PD again?
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| 1. Do you have any other thoughts about the PD?
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