

PD PLANNER

SCHEDULING THE PD

- Time _____
- Location _____
- K20 Planning Meeting Date/Time:

- Group Size _____
- PD Topic _____
- K20 Planning Meeting Date/Time:

LEAD Focus

- *Focus 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.*
- Relationship Building
- Communication
- Facilitation Skills
- Classroom Management Support
- Advocacy
- Mentorship
- Instruction Support Collaboration
- Continuous Improvement
- Community Engagement

PD Category

- *Consider 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).*
- Academic Preparedness
- School Climate and Culture
- Technology Integration
- Student Engagement
- College & Career Going Culture
- Other _____

PROMOTE

- Email
- Bulletin
- Flyers
- Calendar Invite
- Newsletter
- In-person

PREPARE

- Print handouts
- Gather materials
- Review and adjust slides
- Practice facilitating
- Print sign-in sheets
- Print evaluations or create link/QR code

DAY OF

- 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

FOLLOW-UP

- SCORE reflection
- Strategies
- Lessons
- Modeling
- Co-teaching
- Tech Integration
- Planning/ Brainstorming

DEBRIEF MEETING

1. What are your initial thoughts or feelings about the PD?

2. Looking at the [Authentic Lesson Reflection Tool](#), how did the facilitator use the PD to model authenticity and create an authentic learning and teaching experience?

3. Looking at the [5E Reflection Tool](#), how were these components observable in the PD?

4. What were the strengths of the PD preparation?

5. What were the strengths of the PD facilitation?

6. What was your favorite part of the PD?

7. What were the weaknesses of the PD preparation?

8. What were the weaknesses of the PD facilitation?

9. What do you think would be/was the hardest part to facilitate? Why?

10. When do you feel like participants were most engaged? Why?

11. What things would you have changed if you had presented this PD/ What would you change if you presented this PD again?

12. Do you have any other thoughts about the PD?