

**Professional Development Agenda Template**

|   |                         |   |
|---|-------------------------|---|
| <b>Professional Development Agenda Template</b>   |                         |   |
| <b>Presenter</b>  |                         |   |
| <b>Date and Time</b>  |                         |   |
| <b>PD title</b>   |                         |   |
| <b>Attendees</b>  |                         |   |
| <b>Agenda</b>   |                         |   |
| <b>Knowledge:</b><br>(just important to know)<br><br><b>Outcomes:</b><br><br><b>Implementation</b> (what this means for your classroom)<br><br><b>Outcomes:</b> |                         |   |
| <b>Bell Ringer/<br/>Entrance Activity:</b>  |                         |   |
| <b>PD Norms:</b>  |                         |   |
| <b>PD &amp; Engagement Activities:</b>  | <u><b>PD Topics</b></u> | <u><b>Activity to Engage Teachers</b></u> |
| <b>Exit Survey</b>  |                         |   |

**Virtual Professional Development Agenda Template**

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|---|-------------------------|---|
| <b>Virtual Professional Development Agenda Template</b>   |                         |   |
| <b>Presenter</b>  |                         |   |
| <b>Time</b>   |                         |   |
| <b>Meeting Link</b>   |                         |   |
| <b>PD title</b>   |                         |   |
| <b>Attendees</b>  |                         |   |
| <b>Agenda</b>   |                         |   |
| <b>Knowledge:</b><br>(just important to know)<br><br><b>Outcomes:</b><br><br><b>Implementation</b> (what this means for your classroom)<br><br><b>Outcomes:</b> |                         |   |
| <b>Bell Ringer/<br/>Entrance Activity:</b>  |                         |   |
| <b>Virtual PD Norms:</b>  |                         |   |
| <b>PD &amp; Engagement Activities:</b>  | <u><b>PD Topics</b></u> | <u><b>Activity to Engage Teachers</b></u> |

|             |  |
|-------------|--|
| Exit Survey |  |
|-------------|--|

| Professional Development Agenda - Template                 |  |
|--|--|
| <b>When:</b><br><b>What:</b><br><b>Why:</b><br><b>Who:</b> |  |
| <b>Teachers come ready with:</b>                           |  |
| <b>Opener</b>  |  |
| <b>Review</b>  |  |
| <b>Teach &amp; Model</b>                                   |  |
| <b>Practice</b>  |  |
| <b>Goal Setting</b>  |  |
| <b>Exit Survey</b>   |  |

