

PLANNING HIGH QUALITY PROFESSIONAL DEVELOPMENT

Checklist for planning high-quality professional development

- In-Depth Preparation and Mastery of Content:** Before delivering the training, ensure that a deep understanding of strategy is achieved.
 - Knowledge of current evidence-based practices.
 - Prepare examples and your own testimonials and case studies relevant to the content.
 - Ensure connections to curricular resources teachers are using.
- Optimized Training Environment:** Organize the training space.
 - Identify time and place.
 - Plan how to honor teachers (i.e., treats, use of sticky notes, fun pens/paper)
 - Plan a variety of group formations such as pairs, small groups, and circles to facilitate different activities and discussions.
- Defined Objectives and Expected Outcomes:** Be clear on what teachers will get out of this training.
 - Clearly state what the training will cover and the expected outcomes for the participants, including the skills they will acquire.
 - Identify the need and relevance for the training.
 - Include time for how to plan for implementing the skills.
- Incorporate the "10:2 Method" and "Chunk and Chew":** Plan this out.
 - For every 10 minutes of instruction, provide 2 minutes for the participants to process and discuss the information.
 - Break down complex content into manageable "chunks," and allow time for "chewing" or reflection.
- Interactive Engagement Structures:** Plan for active participation.
 - Use Connect Strategies like "Think-Pair-Share," talking chips, gallery walks, etc. to keep engagement high.
- Clear Instructions for All Activities:** Ensure clarity around all activities.
 - Provide step-by-step instructions, which are explained verbally and provided in written form.
 - Provide examples or exemplars as needed.
- Effective Signal Systems:** Establish non-verbal cues or signals to regain attention without disruption, ensuring smooth transitions between activities.
- Planning Time for Implementation:** Allocate time for participants to create action plans on how they will apply what they've learned in their teaching practice.
 - Use planning protocols including Here's What, So What, Now What or What I'm doing Already. What I plan on doing. When I plan on doing it.
- Feedback and Evaluation Mechanisms:** Implement methods for gathering feedback during and after the training session to evaluate its effectiveness and make improvements.
 - Formative assessment during Connect Strategies
 - Bell Ringer
 - Exit Ticket
- Follow-Up Support:** Provide opportunities for ongoing support after the training, such as coaching sessions, peer observations, or online forums for sharing experiences and resources.
- Assessment and Reflection:** Incorporate reflective practices and assessments throughout the training to help trainers internalize and assess their learning.