**METHODS FOR IMPLEMENTING EFFECTIVE PROFESSIONAL DEVELOPMENT: A CHECKLIST**

As you design the professional development program, consider the following options for delivering the various components of the plan. The checklist can be used to spur additional ideas as well as providing ideas to integrate into the professional development plan.

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| **COMPONENT** | **POTENTIAL METHODS OF DELIVERY** |
| **PRESENTING THEORY AND PROVIDING A BASE OF KNOWLEDGE: PROVIDING SOLID GROUND FOR UNDERSTANDING** | * Workshop * Coursework * Seminar * Professional reading * Video or multimedia presentation * On-line dialogue * On-line coursework * Conference * Discussions during teacher meetings * Parent newsletter to explain the initiative * Community newsletter to explain the initiative and build support for professional development activities * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MODELING: SEEING THE INITIATIVE IN ACTION** | * Peer observations of classrooms * Visits to other schools where the initiative is being implemented * Videotaped classroom applications * Workshop demonstrations * Simulations * Demonstration lessons by peers * Setting clear targets for successful implementation * Posters that serve as reminders or tips for implementation * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PRACTICE AND FEEDBACK: PROVIDING SUPPORT FOR SUCCESSFUL IMPLEMENTATION** | * Study groups * Peer coaches * Case studies * Videotaping implementation for self-evaluation * Problem-solving groups * Peer mentoring * Action research * Oral or written reports of implementation efforts / results * Teacher / Administrator conferences * Informal observations and comments from administrator * Classroom observations and coaching by facilitator * Implementation logs * Display of student work using new strategies * “Breakfast Clubs” or “After-School Clubs” to provide support and encouragement * Checklists for implementation guidelines * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FOLLOW-UP AND EVALUATION** | * Formal assessment of results by leadership team or participants * Periodic reviews by staff members * Surveys of participants and / or students * Interviews with participants and / or students * On-line dialogue * Problem-solving groups * Formal analysis of results as measured by student achievement * “Customer Survey” of participants * Review of implementation logs * Comparison of student work before and after implementation * Rubric for assessing student work – before and after implementation * Small group discussions around how to use results to direct future activities * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MAINTAINING THE INITIATIVE AND PROVIDING FOR ONGOING IMPLEMENTATION: KEEPING THE INITIATIVE ALIVE** | * Newsletter to provide additional ideas and strategies * Training for new staff and administration * Include desired implementation in the evaluation of personnel * Support groups * Policy changes that provide structure needed for successful implementation * On-line support and dialogue * Professional reading provided to extend learning * Celebrating success by publishing results to the school and community * Parent newsletters to share results * Integrate questions about knowledge of the initiative into the hiring process * Budget resources, including time, for continued reflection and training * Build a plan that projects over a three- to five-year timeline * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |