**Designing Professional Development**

**SLED Summer Institute 2015**

As an experienced member of the SLED Partnership, you are now ready to plan, prepare, and implement high quality STEM professional development for your colleagues at your school and schools across the district and/or region. This overview walks you through the steps for designing and implementing effective professional development.

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| ***Criteria*** | ***Your notes*** |
| ***Identifying PD working team and potential participants*** | |
| Who are the members of the PD working team? |  |
| Who are the potential participants?  What might be the anticipated number of participants? |  |
| What is the context of your PD workshop (where)? |  |
| What are critical factors to consider for successful implementation of your workshop into your school/district? |  |
| ***Identifying and mapping goals*** | |
| What are 2 or 3 educational goals for your district? |  |
| What are 2 or 3 educational goals for your school? |  |
| What are 2 or 3 goals and objectives of your workshop? | The goals are:  As a result of this workshop, teachers will be able to: |
| To what extent do PD workshop goals map to student learning? |  |
| ***Timeline*** | |
| When do you plan to implement your PD workshop? |  |
| How long will the PD workshop be? |  |
| ***Creating PD content, process, and activities*** | |
| What specific PD content is required to meet each PD goal? |  |
| What are potential activities to learn the PD content? |  |
| ***Resources necessary*** |  |
| What kinds of resources and equipment will be needed for your workshop? |  |
| ***Deliverables*** |  |
| What will participants be responsible for creating or submitting (i.e., lesson plans, reflections, action plans)? |  |
| ***Evaluating (success measures)*** | |
| How will you measure whether or not you met your goals and objectives of your workshop? |  |
| Who will gather and report the results from the workshop evaluation? |  |
| To whom will you disseminate the results of the workshop evaluation? |  |