




Leader PD Session Planning Template

Agenda Item & Sample Timing	Tips & Ideas	Your Notes
<p>Reflect & Connect 15 minutes</p> 	<ul style="list-style-type: none"> ◆ Reflect on implementation of educators' plans from the last meeting in partners or small groups. <ul style="list-style-type: none"> ○ Share a Glow (what went well) and Grow (room to improve or lessons learned). ○ If possible, each partner shares a short video of them implementing the plan and receives feedback. 	
<p>Discuss the New Topic 30 minutes</p> 	<ul style="list-style-type: none"> ◆ Discuss the new resource (using the guide provided with the resource). <ul style="list-style-type: none"> ○ Let people share in a variety of ways so all can be comfortable and involved (e.g., sticky notes or comments in a chat box vs saying aloud; consider breaking into smaller groups if the large group is intimidating or only a few are sharing). 	
<p>Make a Plan 15 minutes</p> 	<ul style="list-style-type: none"> ◆ Each educator should leave the session with a short plan for applying what they learned/discussed in the interactions with children or families. ◆ Add collaboration by having educators share their plans with a partner. ◆ Consider using digital tools. For example, an online "exit survey" that prompts educators to enter their plans, or an online shared document. 	

After the Session

Reflect on the Session

- ◆ What went well? Were teachers actively engaged?
- ◆ Are there any changes you would like to make for the next meeting to maximize engagement?

Provide Feedback

- ◆ Send a follow-up email recapping the highlights of the session.
- ◆ If possible, observe teachers implementing their plans (live or via video) and provide feedback. Or have peers observe each other.
- ◆ Check in with teachers on their action plans to see how it's going and if you can help. Or set up a system where they check-in with a teacher partner.