**Professional Development Event Plan**

**Professional Development Focus or Topic**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PD Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Who is the intended audience?**

**Outcomes:** (What will participants know and be able to do as a result of the training?)

**Warm-up/Focuser:** (Brief activity to jump-start thinking and/or interaction among the participants)

**Introduce new content** (How will participants learn the new material?)

**Process the learning** (How will participants process and internalize the new information. What interactive structures can be used?)

**Sharing and debriefing the content** (How will participants share their ideas/reactions to the new material?)

**Reflection & closure** (How will the learning be summarized and personalized?)

**Follow-up** – What types of follow-up & support will be provided?