

**Planning using *A Guide to Comprehensive Professional Development Planning*** [**http://bit.ly/2lDSAm9**](http://bit.ly/2lDSAm9)

This guide is intended to support a process of collaborative conversation among education stakeholders working together to develop a comprehensive plan for professional learning.  It is designed with guiding questions to facilitate dialogue and planning.  Research continues to show that student learning is enhanced when staff has capacity - implying standards of practice can be enhanced through professional learning.   It is believed that a comprehensive plan for professional learning has the potential to develop the capacity of your staff - more so than any individual professional learning opportunity.

This template offers selected questions for consideration in supporting implementation of the quality standards (adapted from *A Guide to Comprehensive Professional Development Planning*). It also provides space for you to record your group’s responses as a result of dialogue.

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| **Conduct Environmental Scan**   * What currently exists that supports quality standards of practice? (e.g. policy, practice, research, supports for professional learning) * How do your district vision, mission and/or goals support staff capacity?   **Participant Needs Assessment**   * What data currently exists that identifies professional learning needs? Current staff capacity?  (e.g. student learning data, staff survey data, other support organization data) * How might you collect data on the professional learning needs of your team? * Can you collaborate with others to collect data?  (e.g. CASS, ARPDC, ATA)   **Develop PD Program Goals**   * Based on your district’s vision and mission, school plans, as well as data analysis of individual needs, what will your goals for professional learning be? * How will your goals include a focus on both staff capacity and the impact on student learning? * Are goals different for the district, the school, and the individual staff member?   **Identify Possible PD Strategies**   * Which professional learning designs best suit the diverse needs of your team? * What professional learning opportunities are offered by other organizations? (e.g. CASS, ATA, ARPDC, AAC, post secondary programs) * How will professional learning be ongoing and sustained? * How will the impact of your professional learning plan be measured? | **Finalize Action Plan and Measures**   * Does the plan contain goals, learning designs and strategies, ways to measure impact and the necessary resources to actualize the plan? * How will the plan be communicated?  Resourced? * What will you accept as evidence that staff capacity has been enhanced?   **Implement Action Plan**   * Based on the stakeholders involved in developing the plan, how will they continue to be involved in supporting implementation and monitoring impact? * How often will you collect and analyze data to know your efforts are having an impact?   **Revise Action Plan as Required**   * Based on data you have collected and analyzed, how will you adapt your plan? * Is the comprehensive plan influencing practice and student learning?   **Undertake Summative Evaluation**   * Did the plan meet its goals? (e.g. student learning) * Did the plan meet participants’ needs? (e.g. enhanced practice) |