

**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)
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