Decide which group will go first. Follow the below protocol. Then, switch and let the other group go.

|  |  |  |
| --- | --- | --- |
| **Lead Participants** | **Activity** | **Time (min)** |
| **Presenters** | **Presentation.** Presenters explain their plan and any concerns you’d like feedback about | **5**  |
| **Everyone** | **Clarification**. Audience asks short clarifying questions. Make sure they are factual questions. Presenters respond. | **5**  |
| **Audience** | **Assessment.** Audience uses MNPS Professional Development Guidelines to assess the plan. Presenters wait.  | **2**  |
| **Good Stuff (“I like”).** Audience shares what they liked (best practices) about the project. Presenters listen.**Wondering Stuff (“I wonder”).** Audience shares their concerns and considerations about the project. Presenters listen.**Next Stuff (“I have”).** Audience shares about resources and ways to enhance the project. | **10** |
| **Presenters** | **Reflection.** Presenters reflect on useful feedback & next steps. Audience listens. | **3** |
|  | **25** |

**NOTES:**

|  |  |  |
| --- | --- | --- |
| **Component** | **Criteria** | **NOTES** |
| **Elements of high-quality PD** | Learning should occur over time and include:a. pre-workb. follow-up opportunities (virtually, in-person) |  |
| Facilitator must maintain professional standards including: a. Modeling expectations of PD implementationb. Attending to the needs of audience c. Creating a positive cultured. Being prepared and engaging |  |
| Design and elements of PD sessions should include:a. Time for participants to process, reflect, collaborate and planb. Session norms c. Agenda d. Measurable outcomes for participantse. Emotional/social learning piece of adultsf. Connections to MNPS strategic plan, MNPS key initiatives, and TEAM rubric (if applicable)g. Professional readingsh. Deliverables during or after sessioni. Collaborative Inquiry Process (Activating/Engaging; Exploring/Discovering; Organizing/Integrating)j. Expectations for participants after completion of PD (including impact in classroom and/or job role)k. Feedback/Exit Ticket at the end of dayl. Meeting evaluation tool to measure attendee experience |  |
| Sessions should be challenging and supported by research-based practices. |  |
| Be relevant to attendees |  |