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

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| --- | --- | --- |
| **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:**

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| **Component** | **Criteria** | **NOTES** |
| **Elements of high-quality PD** | Learning should occur over time and include:  a. pre-work  b. follow-up opportunities (virtually, in-person) |  |
| Facilitator must maintain professional standards including:  a. Modeling expectations of PD implementation  b. Attending to the needs of audience  c. Creating a positive culture  d. Being prepared and engaging |  |
| Design and elements of PD sessions should include:  a. Time for participants to process, reflect, collaborate and plan  b. Session norms  c. Agenda  d. Measurable outcomes for participants  e. Emotional/social learning piece of adults  f. Connections to MNPS strategic plan, MNPS key initiatives, and TEAM rubric (if applicable)  g. Professional readings  h. Deliverables during or after session  i. 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 day  l. Meeting evaluation tool to measure attendee experience |  |
| Sessions should be challenging and supported by research-based practices. |  |
| Be relevant to attendees |  |