



12.3

Professional Development Planning Template

Professional development focus or topic:		PD date:
Intended audience:		
Outcomes: (What will participants know and be able to do as a result of the training?) <ul style="list-style-type: none">•••		
1. <i>Opener</i> (Brief activity to jump-start thinking and/or interaction among the participants)		2. <i>Introduce new content</i> (How will participants learn the new material?)
3. <i>Process the learning</i> (How will participants process and internalize the new information? What interactive structures can be used?)		
4. <i>Sharing and debriefing the content</i> (How will participants share their ideas/reactions to the new material?)		
5. <i>Reflection and closure</i> (How will the learning be summarized and personalized?)		6. <i>Follow-up</i> (What types of follow-up and support will be provided?)

Source: Adapted from Maryland State Department of Education. (2008). *Maryland Teacher Professional Development Planning Guide*. Retrieved from <http://mdk12.org/share/pdf/MarylandTeacherProfessionalDevelopmentPlanningGuide.pdf>. Previously published by Bay-Williams, J., McGatha, M., Kobett, B., and Wray, J. (2014). *Mathematics Coaching: Resources and Tools for Coaches and Leaders, K–12*. New York, NY: Pearson Education, Inc.

Retrieved from the companion website for *Everything You Need for Mathematics Coaching: Tools, Plans, and A Process That Works: Grades K–12* by Maggie B. McGatha and Jennifer M. Bay-Williams with Beth McCord Kobett and Jonathan A. Wray. Thousand Oaks, CA: Corwin, www.corwin.com. Copyright © 2018 by Corwin. All rights reserved. Reproduction authorized only for the local school site or nonprofit organization that has purchased this book.