

12.3

Professional Development Planning Template

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| 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?)  •  •  • | | |
| **1.** *Opener* (Brief activity to jump-start thinking and/or interaction among the participants) | **2.** *Introduce new content* (How will participants learn the new material?) | |
| **3.** *Process the learning* (How will participants process and internalize the new information? What interactive structures can be used?) | | |
| **4.** *Sharing and debriefing the content* (How will participants share their ideas/reactions to the new material?) | | |
| **5.** *Reflection and closure* (How will the learning be summarized and personalized?) | **6.** *Follow-up* (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: Corwi[n, www.corwin.com.](http://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.