Leading a Professional Development Session
USING THE ONLINE REPORTING TOOLS

This checklist can help you lead a thorough and productive professional development session.

☐ Determine the Session Objective(s):
  What’s the session topic? What strategy/strategies do you want to share with the attendees?

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☐ Inform Attendees:
  Who should attend? What do you want the attendees to learn?

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☐ Prepare Session Materials:
  What should attendees know about the session ahead of time? Should you give them preparatory reading or ask them to bring anything to the session?

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☐ Determine Discussion Topics and Agenda:
  How will you organize the discussion and activities for the session? How will you make the session engaging and interactive?

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☐ Create Session Evaluation:
  How will you evaluate the session’s effectiveness? How will you use this information to prepare for your next professional development session?

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Notes:
The following list can help you plan for professional development sessions with your staff. Return to the Online Professional Development Tools dropdown menu to find these and other downloads.

**Identifying Instructional Priorities**
- Find the **Guided Tour for Teachers and School Leaders** template in the online Professional Development Tool: *Using this System to Understand Student Performance on the OGT.*

**Applying Item Analysis**
- Find the **Item Analysis Sorting** template and the **Engaging Students in Item Analysis** template in the online Professional Development Tool: *Using this System to Understand Student Performance on the OGT.*

**Using the Breakdown By Grouping Feature**
- Find the **Breakdown By Group** template in the online Professional Development Tool: *Using this System to Understand Student Performance on the OGT.*

**Establishing a School Leadership Team**
- Find tips for establishing a School Leadership Team and meeting templates in the online Professional Development Tool: *Increasing Collaboration and Communication Using OGT Data.*

**Collaborating to Improve Instruction**
- Find meeting guidelines and collaboration tools in the online Professional Development Tool: *Increasing Collaboration and Communication About Student Performance.*

**Identifying and Implementing Student Interests and Learning Styles**
- Student engagement materials can be found in the online Professional Development Tool: *Teaching and Learning Beyond the OGT.*

**Differentiating Instruction**
- Find explanations for differentiated instruction in the online Professional Development Tool: *Informing My Planning and Instruction.*

“District leaders must redesign professional development opportunities for high school teachers to address teacher and student learning needs, including providing training for teachers on how to use test data to change their teaching and address student weaknesses.”