

Dallas School District

Professional Development Follow Up Protocol

“Either you follow-up or you fold-up” (Benjamin Kelvin Clive)

When we attend Professional Development, we are introduced to new and (hopefully) exciting ideas. However, there is usually not enough time within the session itself to move every attendee to implementation. In order to increase the usefulness of Professional Development, we need to follow up and follow through with that professional learning. Below, we provide some basic steps for collaborating with Professional Development providers to improve your ability to learn, implement, or refine your practice.

Identify your need

- There are four basic needs that follow a Professional Development session, and knowing which need you have will make your interactions with the Professional Development provider more efficient and effective.
- Maybe you have a need to:
 - Receive additional information or explanation
 - Plan implementation in your specific class(es)
 - Receive feedback on your implementation
 - Refine or reflect on your implementation
- Your specific need(s) may be different, more, or varied

Contact Professional Development provider

- Most Professional Development providers are teachers in your same school or just across town.
- As Professional Development providers, these teachers have agreed to be available to you as a resource.
- Our Professional Learning Specialists (Mickie French and Shannon Ritter) can help facilitate this contact.

Work with session instructor to address need

- The form and style of work will be determined by your specific need
- For suggested steps and procedures, see the Peer Partners Protocol:
 - Identify objective
 - Communicate: reflect, discuss, share
 - Decide on approach
 - Establish timeline
 - Reflect on experience and learning
 - Plan next steps

Act: Follow the collaborative plan

- Whatever plan you develop in collaboration with the Professional Development provider, follow it.
- You may want to keep records of your experiences, either for your own benefit or the benefit of others.

Debrief with Professional Development provider

- The more people you share with, the better; however, the Professional Development provider may provide a more knowledgeable perspective.
- Share, discuss, and analyze your experiences and results.

Reflect on impact of learning and plan next steps

- Reflection should occur throughout any collaborative process; however, the reflection at the end of a process is especially critical.
- Here are some guiding questions for reflection:
 - Summarize impressions: How do you think it went? How are you feeling about the partnership, objective, or results?
 - Analyze causal factors: What effect did your decisions have on the results you achieved? What are your hunches about what caused you to move either toward or away from your objective?
 - Construct new learning: What learning(s) do you want to take with you to future situations? What do you want to stay mindful of from now on?
 - Commit to application: How might you apply your new learning? How might you ensure that you maintain focus?
 - Reflect on experience: As you reflect on this experience, how has it supported your learning? How might you incorporate this process into your own thinking?