NASSAU GUIDELINES FOR SCHOOL-BASED WORKSHOPS

1. Obtain principals’ approval for conducting the workshop, whether required, recommended or totally voluntary.

2. Complete the Professional Development Consultant Planning form (all applicable sections) to keep on file with your School Improvement records.

3. Also submit the Professional Development Consultant Planning form electronically to Staff Development office for approval to award inservice points.

4. Select some data indicators that you will monitor and review at the beginning and the end of the training to determine/evaluate if your outcomes were accomplished.

5. Model the effective use of our technology as an instructional strategy in training as much as possible! Be sure to consider the following in your training: a) background- what evidence is there that the content/strategy helps student learning; b) demonstrate the content or teaching strategies, give examples; c) have participants practice use or discuss how they would use the content of the workshop; d) have participants develop their own lessons and teach those lessons; e) consider peer visits during lessons in order for them to provide feedback to each other; f) as a group have participants reflect and share what they have done, how it went, etc.

6. Provide participants with an agenda for the training (list each date and start/end times if multiple sessions are involved). Include teacher learning outcomes and impact on students on the agenda (refer to what is specified on the Planning form).

7. Participants must sign in on the Roster for each session and provide their employee ID number. Points are posted to ID numbers, not to names.

8. Total the number of hours each participant attended at the end of the training (round up or down for a whole number).

9. Provide participants with the Evaluation Form to complete and submit those with the roster.

10. Provide participants with the Training Implementation Report to submit to Staff Development after they have individually applied the training back in their classrooms (within one grading period of the training).

11. Offer additional “debrief” or follow-up sessions later on to support and encourage use of the training. Consider modeling lessons for each other and sharing materials/plans that are developed after the training. All of this helps reinforce the application and deeper learning of the workshop content.

12. At the conclusion, send the roster, agenda(s), and evaluations to Staff Development (Planning form should already have been sent and approved.)