



STEP FOUR:
SHARING PROFESSIONAL
DEVELOPMENT LEARNING

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OVERVIEW

Sharing your PD challenges and successes can be very helpful to others in your school and district as well as to schools and districts in other parts of the country. But sharing information effectively requires you to document your decisions clearly and to put your tools and materials in a form that will make distribution fast and simple.

Most award winners found that staying organized and keeping up with the materials needed to organize and implement PD was a significant task in itself. This was particularly true at the school level. But these actions, they found, were necessary for sharing learning with others.

DOCUMENT YOUR DECISIONS CLEARLY

Linking each phase of PD to the others—from design to implementation to evaluation and improvement—requires keeping a clear record of decisions. For example, using the PD design goals and measures in the evaluation process required winners to clearly document them and keep them easy to find. This documentation was especially critical in winning schools where leadership changes have occurred. The best way to ensure that each phase is linked is to clarify and record your decisions so that you may revisit them periodically. This strategy is essential for keeping staff, administrators, parents, students, and community all moving in the same direction.

KEEP IMPLEMENTATION MATERIALS ORGANIZED AND AVAILABLE TO OTHERS

Keeping PD materials organized also facilitates sharing with other schools and districts. In some cases, award winners formed partnerships to share PD resources. In other cases, PD leaders shared their work to increase its impact beyond the school or district. In either case, keeping your PD materials organized and available will increase the impact of the innovations you make.



Documenting professional development changes clearly will help sustain excellence even when major changes in personnel occur.



Organizers' Checklist

Share Professional Development Learning

- Keep a record of PD decisions to guide future decisions.
- Keep implementation materials organized and available to others.

CONCLUSION

Award winners, with their diverse backgrounds and resources, took a variety of approaches to creating high-impact professional development. Despite different approaches, they all created a rewarding process for staff and distinguished educational results for students.

Building on the successes of award winners, rather than starting from scratch, can save you time, money, and frustration. By focusing on what winners have in common and by using the lessons from winners' experiences, you can tailor professional development processes to fit your organization's unique qualities. A step-by-step approach to designing, implementing, evaluating/improving, and sharing learning will help you make the most of your efforts to improve staff and student learning in your school or district.



