

# ACTION PLANNER TOOL 8— PROFESSIONAL DEVELOPMENT ORGANIZING PROCESS PLANNER

The purpose of this tool is to help you define how you will make specific PD content and activity decisions to meet PD goals.

**Instructions:** Fill in the name(s) of the person(s) completing the tool and the date of the final version. For each organization level listed in column one, answer each of the questions. When you are finished, review your answers to make sure that the decisions at all levels make sense together. Do these decisions fit with how you make other decisions in your school or district? If not, consider other changes that may be needed.

Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Organization Level	Who identifies potential PD content and activities? How?	Who else has input into content and activities? How?	Who researches activity costs and benefits?	Who makes final decisions about PD activities? How?
<b>Example:</b> <i>Schoolwide PD activities</i>	<i>School leadership team for instruction, leadership, and technology (all academic content chosen at team level)</i>	<i>Other staff via annual survey and review at staff meetings</i>	<i>Leadership team members (including instruction leaders) accountable for research, but may ask other staff for help</i>	<i>Principal, in consultation with leadership team</i>
<b>District</b>				
<b>School</b>				
<b>Team</b>				
<b>Individual</b>				

