

## ACTION PLANNER TOOL 9— PROFESSIONAL DEVELOPMENT CONTENT AND ACTIVITY PLANNER

**Instructions:** Fill in the name(s) of the person(s) completing the tool and the date of the final version. Indicate the organization level and the PD goal you are addressing. (See Tools 6 and 7 for your PD goals.)

On a separate sheet, generate ideas for topics that support the PD goal. Useful sources include skills and competencies from Tool 7; surveys of staff, students, and parents; a group brainstorming session; and research that you conduct. Then, narrow down your topics to focus on one or two that best support this PD goal for the next 12 months.

For each topic, brainstorm and research potential activities. For each activity, you need a description that includes activity content and process (column one); staff time required and deadlines (column two); resources needed (column three); and the expected impact on the PD goal (column four). Use the information you gather to help you decide which activities will best help you meet this goal with the available resources.

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

Level (check one):     District             School             Team

PD Goal: \_\_\_\_\_

Topic	Potential Activity (content and process)	Time: a. Deadlines b. Staff time	Required Resources (funding, expertise, facilities)	Impact on Goal (high, medium, or low)
<b>Example:</b> <i>Reading for gifted students</i>	<i>Training for reading team to implement individualized reading program for gifted students, using ABC Program. Monthly review of gifted students using ABC method.</i>	<i>a. Initial training 3 hours (January) b. Initial 3 hours; 30 minutes/month</i>	<i>Materials for training, \$400; Can train and do ongoing work in weekly team block time, so no substitutes needed; no special expertise or facilities needed</i>	<i>Expect will maintain “steep,” individualized learning curve for gifted readers; help catch problems early; high impact, low cost</i>