Professional Development & Workshop Planning Form

<table>
<thead>
<tr>
<th>Title: __________________________</th>
<th>Date: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience: ☐ Lead Teachers ☐ Support Teachers ☐ Staff ☐ Administrators ☐ Families ☐ Community ☐ Government ☐ Others: __________________________</td>
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<tr>
<td>Presentation Format: ☐ Workshop ☐ Video Conference ☐ Recorded Workshop ☐ Community Event ☐ Family Event ☐ Other: __________________________</td>
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**WHY** I am creating this workshop

The purpose of this workshop or training is to

**Specific Outcomes**

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<tr>
<th>Participants will</th>
<th>Outcome starter ideas: learn about, demonstrate, reflect upon, practice, gain knowledge &amp; competence, assess, observe &amp; practice. Create Action Plans</th>
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**HOW** I will build this workshop

**HOW** I will connect to prior knowledge, work or activities, curriculum, assessments, brain development, learning standards, developmentally appropriate practices, family and community goals.

**HOW** I will include research based activities to maximize the workshop (list strategies)

**WHAT** will tell me that participants achieved the outcomes?

**WHAT** I will know the objectives are met by the end of the workshop?

Complete workshop specific evaluation that includes the 3 OUTCOMES and plans how to continue after the workshop.

**WHAT** activities or actions I will be looking to **SEE** back in the workplace, with families

**WRITE** 2 or 3 **ACTION PLAN** activities to practice after the workshop:

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

**REFLECT** Workshop Follow Up and ideas for next time:

**FOLLOW UP** Refresher, record the workshop for review, observations, coaching, review in other workshops

Include plans to refresh in the next workshop, newsletter, staff meeting...
### Planning

#### KNOW

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#### WHAT I am creating this workshop

**Title:** Asking More Open Ended Questions

**Planning Objectives**

**Why** I would like to see/happen at the end of this workshop back in the classroom, with families, in the community...

#### Specific Outcomes

- Participants will understand the difference between open and closed questions
- Participants will discover the benefits of expanding language with open ended questions
- Participants will practice using open ended questions

#### HOW I will build this workshop

**HOW** I will connect to prior knowledge, work or activities, curriculum, assessments, brain development, learning standards, developmentally appropriate practices, family and community goals.

- Use the Hirsh-Pasek quote about play and how OEQs actively engage children in meaningful conversations

**HOW** I will include research based activities to maximize the workshop (list strategies)

- Define and compare open and closed questions, activities, video, visuals, pair share, provide OEQ reminders poster, connect learning in play introduction (for next workshop)

#### WHAT I will tell me that participants achieved the outcomes?

**WHAT** will tell me that participants achieved the outcomes?

- How I will know the objectives are met by the end of the workshop?
- Observe practice activities, check for understanding, include specific questions on the EVALUATION & FEEDBACK form.
  - Complete workshop specific evaluation that includes the 3 OUTCOMES and plans how to continue after the workshop.
  - Teachers and parents fill out the High Mid Low on the evaluation, and again a month later to see if they have changed.

#### WHAT activities or actions I will be looking to SEE back in the workplace, with families

**WRITE** 2 or 3 ACTION PLAN activities to practice after the workshop:

1. Find more opportunities for OEQs
2. Post and use the OEQ tips poster
3. Practice with coteachers and family

#### REFLECT Workshop Follow Up and ideas for next time:

- Put a large poster in the staff room and parent board for OEQ ideas and sharing successes.
- Listen for OEQ’s in the classroom and with families and give the THUMBS UP when I hear one!
- Next workshop – Using OEQ’s for assessment observations rather than testing.

**REFLECT** Check for understanding, practice with goup activities or elbow partners, Create Action Plans to put into place what is learned.

- Distribute custom evaluation.

**FOLLOW UP** Refreshers, record the workshop for review, observations, coaching, review in other workshops

- Include plans to refresh in the next workshop, newsletter, staff meeting...

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**Workshop Planner:** Barbara Easton  BAEASTON@aol.com  
**Date:** 31/03/2023