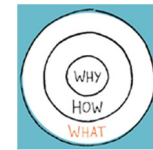




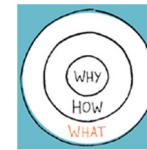
Professional Development & Workshop Planning Form



Title: _____		Date: _____
Audience: <input type="checkbox"/> Lead Teachers <input type="checkbox"/> Support Teachers <input type="checkbox"/> Staff <input type="checkbox"/> Administrators <input type="checkbox"/> Families <input type="checkbox"/> Community <input type="checkbox"/> Government <input type="checkbox"/> Others:		
Presentation Format: <input type="checkbox"/> Workshop <input type="checkbox"/> Video Conference <input type="checkbox"/> Recorded Workshop <input type="checkbox"/> Community Event <input type="checkbox"/> Family Event <input type="checkbox"/> Other:		
WHY I am creating this workshop		Planning Objectives
The purpose of this workshop or training is to		What I would like to see/happen at the end of this workshop back in the classroom, with families, in the community...
Specific Outcomes		Outcome starter ideas: learn
Participants will		about, demonstrate, reflect upon, practice, gain knowledge & competence, assess, observe & practice. Create Action Plans
Participants will		
Participants will		
HOW I will build this workshop		KNOW why this is important,
HOW I will connect to prior knowledge, work or activities, curriculum, assessments, brain development, learning standards, developmentally appropriate practices, family and community goals.		how this relates to current work, child outcomes, family goals and lives as well as in your community
HOW I will include research based activities to maximize the workshop (list strategies)		Delivery Methods
		SEE & DO examples, pictures, videos, demonstrate, practice, discuss, role play, make job aids
WHAT will tell me that participants achieved the outcomes?		REFLECT Check for
HOW I will know the objectives are met by the end of the workshop?		understanding, practice with group activities or elbow partners, Create Action Plans to put into place what is learned. Distribute custom evaluation.
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		FOLLOW UP Refreshers, record
WRITE 2 or 3 ACTION PLAN activities to practice after the workshop:		the workshop for review, observations, coaching, review in other workshops
1.	2.	3.
REFLECT Workshop Follow Up and ideas for next time:		Include plans to refresh in the next workshop, newsletter, staff meeting...

Workshop Planner: _____ Date: _____

Professional Development & Workshop Planning Form



Title: Asking More Open Ended Questions		
Date:		
Audience: <input checked="" type="checkbox"/> Lead Teachers <input checked="" type="checkbox"/> Support Teachers <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Administrators <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Government <input checked="" type="checkbox"/> Others:		
Presentation Format: <input checked="" type="checkbox"/> Workshop <input type="checkbox"/> Video Conference <input type="checkbox"/> Recorded Workshop <input type="checkbox"/> Community Event <input type="checkbox"/> Family Event <input type="checkbox"/> Other:		
WHY I am creating this workshop		Planning Objectives
The purpose of this workshop or training is to Increase the use of Open-Ended Questions (OEQ) by early years professionals, families and community agencies with young children to expand their language.		What I would like to see/happen at the end of this workshop back in the classroom, with families, in the community...
Specific Outcomes		Outcome starter ideas: learn about, demonstrate, reflect upon, practice, gain knowledge & competence, assess, observe & practice. Create Action Plans
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		KNOW why this is important, how this relates to current work, child outcomes, family goals and lives as well as in your community
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		Delivery Methods SEE & DO examples, pictures, videos, demonstrate, practice, discuss, role play, make job aids
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 will tell me that participants achieved the outcomes?		REFLECT Check for understanding, practice with group activities or elbow partners, Create Action Plans to put into place what is learned. Distribute custom evaluation.
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.		FOLLOW UP Refreshers, record the workshop for review, observations, coaching, review in other workshops
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.		Include plans to refresh in the next workshop, newsletter, staff meeting...