

## Figure 4.7: Professional Learning Planning Document

**Directions:** Use this document to ensure you have considered the foundational elements of professional learning planning. It will help you align your process with your school's mission and instructional vision as well as student learning priorities.

### Key Elements to Consider Before Professional Learning Planning

- Are we creating a space for all shareholders to be involved in meaningful collaboration? Yes / No
- Are we ensuring that our professional learning goals are aligned with schoolwide priorities and district goals? Yes / No
- Do we have a process for defining the roles and responsibilities of all participants? Yes / No
- Are there opportunities to assess progress and adjust practices as needed? Yes / No

Components of the Professional Learning Planning Process	
What is the mission of our school?	
What is the purpose of our professional learning? How will it improve student learning and teacher practice?	
What are the primary goals of professional learning?	

How will shareholders be engaged in the process (collaborative teams, faculty meetings, or embedded professional learning)?

Who will plan, implement, and evaluate the professional learning?

What are the timelines?

What resources will we use to support the work?

When and how will we reflect on the effectiveness of the professional learning?