

Figure 6.2: Basic Guide for Planning Schoolwide Professional Learning

- 1. Welcome:** Greet everyone and review your norms. As discussed in chapter 3, it is important that you have a set of norms in place every time your staff are working together.
- 2. Group development:** Provide an activity that focuses on deepening staff relationships. Emphasize that you are all in this together. You might be surprised how little your staff knows about one another, especially in relation to their practice.
- 3. The reason:** Review why you're learning. Shan's grandfather, who was a high school principal, always said, "Repeat the sounding joy!" We cannot overemphasize the why of our work. It anchors everything we do.
- 4. Learn:** Depending on your topic, you might be the one leading this portion of your session, or it may be one of your staff or an outside speaker. The important thing to remember is whomever is conducting the learning portion needs to be seen as an expert in the topic. In addition, each of our school-based professional learning experiences had a time where we could provide differentiation for our learners.
- 5. Wrap up:** We always ensured staff had the opportunity to reflect on their learning experiences and plan for their own individual next steps in relation to their learning. We also had them share their next steps with a learning partner to add some accountability to this process.