

Tips for Individual Professional Development Facilitators

Suggestions for individual facilitators preparing for professional development are listed below:

Determine the Date, Time, and Location

If necessary, determine the date, time, and location for your professional development session. Some districts/charters may pre-determine specific dates and times. In other cases, districts/charters may allow more flexibility by determining a completion date which allows individual facilitators to set the schedule. When selecting the location, consider the following: size of the audience, adequate seating and workspace, availability of technology equipment, acoustics, and temperature control/ventilation.

View/Read/Review Materials

In preparation for the professional development session, view the appropriate online module(s), read the corresponding section(s) of *Common Core State Standards and North Carolina Essential Standards Facilitator's Guide*, and review how the session content relates to the district/charter *Race to the Top* Detailed Scope of Work (DSW) and the District/School Improvement Plan.

Plan the Session

Prepare an agenda for each session. Sample agendas are available online at <http://www.ncpublicschools.org/acre/standards/>. Facilitators are encouraged to modify the agendas as necessary to meet the needs of each specific professional development session. Plan frequent activities which allow participants the opportunity to be actively involved in discussions and building understanding of the session's content. Remember to allot time for breaks and/or meals.

Prepare Materials

Select and copy or upload digital copies of any handouts to be used. Identify and secure materials needed for the session, i.e., technology equipment, chart paper, markers, etc. Check with the district/charter Professional Development Lead to determine if specific roster and evaluation forms are required. If so, print or post digital copies for use at each session.

Advanced Communication with Participants

Communicate the date(s), time(s), and location(s) of the professional development session(s) with the participants as early as possible to allow time for schedules to be adjusted as needed. Distribute the agenda (with the start and end times listed) to participants several days in advance. Remember to include in the communication any materials/resources that participants will