

need to bring to the session (i.e. laptops, copies of curriculum documents, etc.). Provide instructions on accessing and viewing the online module if participants are expected to view the module prior to the professional development session.

#### **Prior to the Session**

Arrive early to set-up and test equipment; confirm network, available bandwidth, and internet connectivity; arrange seating as needed; and organize materials. Greet your participants as they arrive.

#### **Conduct the Session**

Introduce yourself and participants. Share the objectives for the session and briefly explain how the session relates to *Race to the Top, Career and College: Ready, Set, Go!*, the district/charter Detailed Scope of Work, the District/School Improvement Plan, and the North Carolina Educator Evaluation System. Make sure all participants have an opportunity to share their thoughts and ideas about the topic(s) being discussed. Clearly explain any assignments participants are expected to complete prior to attending future professional development sessions. Consider using a digital or print “parking lot” for participants to post questions during the session. Respond to these questions throughout the session. Always start and end your session(s) on time.

#### **Evaluate the Session**

Participants should complete an evaluation of the session. The district/charter Professional Development Lead can provide specific information about professional development evaluation policies and procedures.

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