



# **PROFESSIONAL DEVELOPMENT (PD)**

**Instructions for Professional Learning and Development Strategies**

# OBJECTIVES:

- ❖ Understand the process for developing and presenting professional development/learning
  - In-depth topic research and presentation
  - Handouts and Supplemental Information
  - Quizzes/Handouts
- ❖ Assign PD Topics and Due Dates

# WHAT IS PD?

- ❖ PD = Professional Development (aka Professional Learning)
- ❖ Definition: Skills and knowledge attained for both personal development and career advancement.
- ❖ Professional development encompasses all types of facilitated learning opportunities:
  - college degrees
  - formal coursework
  - Conferences
  - informal learning opportunities situated in practice
- ❖ It is intensive and collaborative, and ideally incorporates an evaluative stage

# WHY PD IN VEI?

- ❖ Cross Training for Department Specific Jobs
- ❖ Cover Learning Objectives for:
  - The State Curriculum
  - The Post Test
  - Optimal operation of the business

# PD PLANNING

- ❖ Based upon your topic, create a professional learning presentation for the rest of the company
- ❖ It should last at least 25 minutes
- ❖ There are 4 phases of Project Management:
  - Identify Objectives/Desired Outcomes
  - Planning
  - Execution
  - Reflection
- ❖ These phases are implemented into the directions on the “Professional Development Requirements” form

# BEFORE THE PRESENTATION:

- ❖ Determine topic (assigned most of the time)
- ❖ Review the Presentation Rubric
- ❖ Complete the Lesson Guide and Planning Sheet
  - Submit this sheet to your Chief Officer for approval & feedback
- ❖ Prepare all materials which includes researching your topic!
- ❖ Submit Lesson Guide & Planning Sheet with copies of all materials to instructor prior to the presentation date; indicate any copies needed
- ❖ Practice your presentation & inform the rest of the department how they can help during the presentation.

# DURING THE PRESENTATION:

- ❖ Dress professionally
- ❖ Be prepared
- ❖ Make sure all employees have necessary materials to be active participants
- ❖ Give a professional presentation
- ❖ Conduct appropriate activities for the employees to apply the learning
- ❖ Check for understanding throughout the presentation

# AFTER PRESENTATION:

- ❖ Conduct final assessment
  - 10 point assessment
  - Final question must be: How will you use the information presented in VEI?
- ❖ Grade final assessment
- ❖ Evaluate effectiveness (Professional Development Reflection)
- ❖ Share data with company
- ❖ Determine if any follow-up training is required



**NOW.....**

It's time for an example!

## Professional Development Requirements

Based upon your topic, you and your partner(s) are to create a professional learning presentation for the rest of the company. The presentation should last at least 25 minutes.

### Before the presentation:

1. Meet with facilitator or Chiefs to determine topic.
2. Review the Presentation Rubric.
3. Complete the Lesson Guide and Planning Sheet.
4. Submit Lesson Guide and Planning Sheet to your Chief Officer for approval and feedback.
5. Make changes based on feedback and prepare all materials.
6. Submit Lesson Guide and Planning Sheet to the Instructor prior to the presentation date and request any necessary copies.
7. Practice your presentation and inform the rest of the department on how they can help you on the day of the presentation.

### During the presentation:

1. Dress professionally.
2. Be prepared.
3. Make sure all employees have necessary materials to be active participants.
4. Give a professional and thorough presentation that at a minimum includes the following items (remember your total presentation must last at least 25 minutes):
  - a. PowerPoint or Prezi Presentation of the content (print with 6 slides per page)
  - b. Hands-on Activity that allows employees to apply learning (10 minute activity)
  - c. Visual component (ex: video relating to your content) (5 minute maximum)
  - d. Kahoot review at the end of your presentation with at least 10 questions—must be different than the final assessment questions
  - e. Final Assessment with at least 10 questions
5. Check for understanding throughout the presentation.

### After the presentation:

1. Conduct final assessment.
  - a. 10 point assessment
  - b. Final question must be: How will you use the information presented in VET?
2. Grade final assessment and give it to the instructor to be recorded.
3. Evaluate the effectiveness.
4. Share data with company.
5. Determine if any follow-up training is required.



## Professional Learning Presentation Rubric

<b>Lesson Guide and Planning Sheet</b>	Provided detailed information on all parts of the planning sheet; forms were submitted prior to presentation; all grading keys were provided; evident thought was in place to how the lesson is going to run, grouping, presentation of materials, and equal division of responsibilities	Provided some information on the planning sheet; forms were not submitted in advance or were missing some parts; some grading keys were missing; needs more thought in how the lesson is going to run, grouping, presentation of materials, and division of responsibilities	Incomplete or missing information/lacking detail on the planning sheet; forms were missing or incomplete; grading keys were missing; unsure of how the lesson is going to run, grouping, presentation of materials, and division of responsibilities
<b>Content and Delivery</b>	Created PowerPoint <b>Review</b> that is accurate and thorough; printed with 6 slides per page; highly effective implementation of delivery strategies; employees are actively engaged; lesson flowed smoothly; several checks for understanding were implemented throughout the presentation	PowerPoint <b>Review</b> lacks accuracy and/or thoroughness; printed inappropriately; appropriate implementation of delivery strategies; employees are somewhat engaged; interruptions in lesson flow; some checks for understanding were implemented throughout the presentation	PowerPoint <b>Review</b> lacks accuracy and thoroughness; not printed; ineffective implementation of delivery strategies; employees are seldom engaged; constant interruptions in lesson flow; few to no checks for understanding were implemented throughout the presentation
<b>Visual Component</b>	Presentation includes a visual component that relates and reinforces the content; does not exceed 5-minute time limit	Presentation includes a visual component that does not relate well, or reinforces the content; exceeds 5-minute time limit marginally	Presentation lacks a visual component or lacks any relation to the content; completely exceeds 5-minute time limit
<b>Hands-On Activity</b>	Activity provides excellent application and relates well to content; lasts at least 10 minutes; involves active participation by all employees; answer key is correct	Activity needs more thought or does not relate well to content; does not last a minimum of 10 minutes; not all employees are actively involved; answer key contains some errors	Activity does not provide good application or does not relate to the content; activity lasts less than 5 minutes; employees are not actively involved; answer key contains multiple errors
<b>Student Review</b>	Presentation concludes with a <b>Student Review</b> that provides an exceptional review of the main points; includes at least 10 questions that are different than the final assessment; answers provided are correct; all students are engaged	Presentation concludes with a <b>Student Review</b> that provides an exceptional review of the main points; includes at least 5 questions that are different than the final assessment; some answers are incorrect; not all students are engaged	Presentation lacks a <b>Student Review</b> or it does a poor job of reviewing of the lesson's main points; less than 5 questions are provided; many answers are incorrect; questions do not differ from the final assessment; most students are not engaged
<b>Final Assessment</b>	Final assessment is exceptional application of the information and level of students; contains at least 10 questions; includes final V&E question; answers provided are correct; team grades the quizzes to a timely manner; team provides class feedback regarding the results.	Activity and final assessment are appropriate for application of the information and/or level of students; includes at least 5 questions; includes final V&E question; some answers provided are incorrect; quizzes are graded in an untimely fashion; class feedback is mediocre.	Activity and final assessment are missing or ineffective for application of the information and level of students; less than 5 questions are included; final V&E question is missing; many answers are incorrect; quizzes are not graded; class feedback is poor or missing
<b>Overall Presentation Skills</b>	Professionally dressed; excellent eye contact with whole audience; voice quality, enthusiasm, and posture are exceptional; team is prepared; transitions and team interactions are professional; meets 25 minute time limit	Most members are professionally dressed; average eye contact with audience; voice quality, enthusiasm, and posture are appropriate; team is somewhat prepared; transitions and team interactions are mostly smooth; close to filling time limit	Lacks professional dress; little or no eye contact with audience; voice quality, enthusiasm, and posture are ineffective; team is unprepared; transitions and team interactions are awkward; does not come close to meeting the time limit



## Professional Development Lesson Guide and Planning Sheet

Complete the planning sheet as a group and turn in to your Chief Officer for approval.

Department: \_\_\_\_\_ Training Topic: \_\_\_\_\_

Team Members: \_\_\_\_\_

Purpose: \_\_\_\_\_

Planning due date: \_\_\_\_\_ Date(s) of Presentation: \_\_\_\_\_

### Lesson Objectives:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Materials & Resources Needed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Assistance Needed (equipment, copies, overhead, laptop, etc.):

\_\_\_\_\_

### Assessment:

How will you check for employee understanding before you give the assessment? \_\_\_\_\_

\_\_\_\_\_

How will you assess their overall learning? \_\_\_\_\_

\_\_\_\_\_

How will you know that your training was effective? \_\_\_\_\_

\_\_\_\_\_



# PREPARE ALL MATERIALS

- ❖ Create an outline of your presentation
  - Identify flow and order
  - See [Presentation Timeline/Plan](#) form
- ❖ Create a visual aid (PowerPoint, Keynote, Prezi etc.)
- ❖ Create a hands-on activity to apply learning
- ❖ Visual component (5 min. max.)
- ❖ Kahoot Review (10 question minimum)
- ❖ Prepare a 10 point quiz and answer key to assess students learning of your stated objectives



Presentation Timeline/Plan

Step	Content	Delivery Strategy/Best Practice	Person Responsible
Step 1:			
Step 2:			
Step 3:			
Step 4:			
Step 5:			
Step 6:			
Step 7:			
Step 8:			
Step 9:			
Step 10:			



## Professional Development Reflection

What was the hardest aspect of this professional development process? Explain (5 points)

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What did you find easiest when you were working on this professional development process? Explain. (5 points).

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What will you learn/take away from your professional development process? Explain how you will use this learning beyond the classroom. (5 points)

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