

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 <u>personal</u> <u>development</u> 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 <u>"Professional Development Requirements"</u> form

BEFORE THE PRESENTATION:

- Determine topic (assigned most of the time)
- Review the <u>Presentation Rubric</u>
- 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 <u>prior</u> 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 <u>active</u> 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 (<u>Professional Development</u> <u>Reflection</u>)
- Share data with company
- Determine if any follow-up training is required

NOW....

It's time for an example!

Names:		
	Topic	

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:

- Meet with facilitator or Chiefs to determine topic.
- 2. Review the Presentation Rubric.
- 3. Complete the Lesson Guide and Planning Sheet.
- Submit Lesson Guide and Planning Sheet to your Chief Officer for approval and feedback.
- 5. Make changes based on feedback and prepare all materials.
- Submit Lesson Guide and Planning Sheet to the Instructor <u>prior to the</u> <u>presentation date</u> and request any necessary copies.
- 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:

- Dress professionally.
- Be prepared.
- Make sure all employees have necessary materials to be active participants.
- 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)
 - Hands-on Activity that allows employees to apply learning (10 minute activity)
 - Visual component (ex: video relating to your content) (5 minute maximum)
 - 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
- Check for understanding throughout the presentation.

After the presentation:

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



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Professional Learning Presentation Rubric

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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: Date(s) of Presentation: Planning due date: Lesson Objectives: Materials & Resources Needed: 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 <u>Presentation Timeline</u>/<u>Plan</u> 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)
What did you find easiest when you were working on this professional development process? Explain. (5 points).
What will you learn/take away from your professional development process? Explain how you will use this learning beyond the classroom. (5 points)

