

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 VEI?
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 Development Presentation Rubric

Lesson Guide and Planning Sheet	<p>Provided detailed information on all parts of the planning sheets; 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</p> <p style="text-align: center;">10-9-8</p>	<p>Provided some information on the planning sheets; 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</p> <p style="text-align: center;">7-6-5</p>	<p>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</p> <p style="text-align: center;">4-3-2-1-0</p>
Content and Delivery	<p>Created PowerPoint/Prezi 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</p> <p style="text-align: center;">20-19-18-17-16-15</p>	<p>PowerPoint/Prezi lacks accuracy and/or thoroughness; printed improperly; appropriate implementation of delivery strategies; employees are somewhat engaged; interruptions in lesson flow; some checks for understanding were implemented throughout the presentation</p> <p style="text-align: center;">14-13-12-11-10-9</p>	<p>PowerPoint/Prezi 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</p> <p style="text-align: center;">8-7-6-5-4-3-2-1-0</p>
Visual Component	<p>Presentation includes a visual component that relates and reinforces the content; does not exceed 5-minute time limit</p> <p style="text-align: center;">10-9-8</p>	<p>Presentation includes a visual component that does not relate well or reinforce the content; exceeds 5-minute time limit marginally</p> <p style="text-align: center;">7-6-5</p>	<p>Presentation lacks a visual component or lacks any relation to the content; completely exceeds 5-minute time limit</p> <p style="text-align: center;">4-3-2-1-0</p>
Hands-On Activity	<p>Activity provides excellent application and relates well to content; lasts at least 10 minutes; involves active participation by all employees; answer key is correct</p> <p style="text-align: center;">15-14-13-12</p>	<p>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</p> <p style="text-align: center;">11-10-9-8</p>	<p>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</p> <p style="text-align: center;">7-6-5-4-3-2-1-0</p>
Kahoot Review	<p>Presentation concludes with a Kahoot Review 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</p> <p style="text-align: center;">15-14-13-12</p>	<p>Presentation concludes with a Kahoot Review that provide an exceptional review of the main points; includes at least 8 questions that are different than the final assessment; some answers are incorrect; not all students are engaged</p> <p style="text-align: center;">11-10-9-8</p>	<p>Presentation lacks a Kahoot Review or it does a poor job of reviewing of the lesson's main points; less than 8 questions are provided; many answers are incorrect; questions do not differ from the final assessment; most students are not engaged</p> <p style="text-align: center;">7-6-5-4-3-2-1-0</p>
Final Assessment	<p>Final assessment is exceptional application of the information and level of students; contains at least 10 questions; includes final VEI question; answers provided are correct; team grades the quizzes in a timely manner; team provides class feedback regarding the results.</p> <p style="text-align: center;">15-14-13-12</p>	<p>Activity and final assessment are appropriate for application of the information and/or level of students; includes at least 8 questions; includes final VEI question; some answers provided are incorrect; quizzes are graded in an untimely fashion; class feedback is mediocre.</p> <p style="text-align: center;">11-10-9-8</p>	<p>Activity and final assessment are missing or ineffective for application of the information and level of students; less than 8 questions are included; final VEI question is missing; many answers are incorrect; quizzes are not graded; class feedback is poor or missing</p> <p style="text-align: center;">7-6-5-4-3-2-1-0</p>
Overall Presentation Skills	<p>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</p> <p style="text-align: center;">15-14-13-12</p>	<p>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</p> <p style="text-align: center;">11-10-9-8</p>	<p>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</p> <p style="text-align: center;">7-6-5-4-3-2-1-0</p>

Names: _____ Topic _____

Comments: _____

TOTAL _____ /100