

Steps for Providing Professional Development

Step 1: Assess staff members' professional development needs

- Analyze assessment data at the student, classroom, grade, and school levels.
- Use this information in conjunction with observational data, teacher requests that are based on data and information from other sources to identify areas of need.

Step 2: Set professional development goals

- Determine goals for professional development that will address teachers' needs.
- Use the goals to determine the specific content for professional development.

Step 3: Deliver the professional development

- Determine activities for delivering professional development:
 - Workshops, training, conferences, academies, courses, and studies (for initial information about a concept or strategy)
 - Modeling, team teaching, classroom assistance, and peer observations (for guidance and support when practicing a new strategy)
 - Peer, grade-level, or staff discussions and data analyses (for evaluating, adjusting, refining, or relearning a concept or strategy)

Step 4: Evaluate the professional development

- Evaluate the professional development in terms of the content and the presenter.
- Design, adjust, or refine ongoing professional development to address identified needs.

(Adapted from Herman & Tennessee Intervention Group, 2006.)

These steps are cyclical: After evaluating the success of the training program (Step 4), school staff will then have new information to help them assess current professional development needs (Step 1) for the next academic year, starting the cycle again.

