



Staff Development Planning Guide

1. Identify your most pressing staff development need:

2. Identify the resource(s) you will use to address this need/topic:

3. Describe and plan for how you will use this resource with your staff:

ACTIVITY PLAN	
How will you introduce the topic?	
What work, if any, will staff need to do before the activity?	
How will staff complete the activity?	<input type="checkbox"/> Individually <input type="checkbox"/> In small groups <input type="checkbox"/> As a large group
What instructions will you provide?	
What tools/resources will you provide to staff to help them complete the activity?	<input type="checkbox"/> Worksheet <input type="checkbox"/> Resource link: _____ <input type="checkbox"/> Printed resource/article/handout <input type="checkbox"/> Other:
How will you debrief the activity? What discussion questions will you ask?	
How will you support your staff in using what was learned across time?	
How will you know when they are successful with implementation?	
How will you follow up to ensure maintenance and generalization?	

4. Evaluate your activity plan using the five adult learning (AL) principles:

AL Principle #1: How does your plan address a need that is immediately relevant and useful to your staff?

AL Principle #2: How does your plan help staff access and build on their prior knowledge and experience?

AL Principle #3: How does your plan support staff in actively participating in the learning experience and practicing the skill being learned?

AL Principle #4: How does your plan support staff in practicing using what they are learning in context and in real time?

AL Principle #5: How does your plan facilitate reflection and feedback between you and your staff and among staff members?

5. Evaluate the activity by reflecting and inviting feedback from staff:

Feedback from Staff	
What went well?	What would they change?
Your Reflection	
What went well?	What would you do differently next time?