



Professional Development Workshop Planning Template

Workshop Format

Two 45-minute segments which are related but can, ideally, be attended separately (see details below).

Communication with registrants

- Newsletter announcement
 - A brief workshop description (see below) is included in the Academy newsletter. The description is due to the newsletter editor **10 days prior to the 1st day of the month in which the session will be held.**
- Additional website content supporting the workshop
 - The complete workshop content is posted to the website **at least one week in advance of the session** date. This includes pre-reading materials, exploration questions for registrants to respond to prior to the session, the workshop agenda, and any critical thinking questions or other interactive content that will be used during the session.
- Email to registrants
 - A reminder is sent **1-2 days in advance** to all registrants. The email contains the website link to help them prepare, and the zoom link to the live workshop.

Workshop description (for newsletter and website)

- title for the workshop
- subtitles for each of the two segments
- one paragraph "why" statement describing the value this workshop will provide to participants.

Workshop plan (for website)

1. Pre-reading/videos – about 2-4 pages or 5-15 minutes of reading/viewing time introducing people to the topic.
2. Pre-workshop exercise - 2-3 "exploration questions" based on the reading to prepare for the session. This should take about 5 minutes to respond to on the PE Academy Forum discussion board.

Additional website content (continued)

3. Workshop agenda for live session - 45 minutes for each segment

Times and agenda items below are flexible. While these are just suggestions, attention to the complete learning process should be considered.

Part A (first segment)

1. Welcome (2 min)
2. Review goals for the workshop and/or this segment. You may wish to list the workshop learning objectives and performance criteria for this segment here (3 min)
3. Address responses to the exploration questions (2 min)
4. Q&A about topic/reading, then explain activity logistics (8 min)
5. Activity - breakout groups discuss 3-5 "critical thinking questions" which you may list here. Recommendation: use team roles to facilitate productive interaction and use the Academy Forum discussion boards or other web resources to document results. (15-25 min)
6. Reporting out from each team. This may be key discoveries, recommendations, top insights gained, or some other deliverable that will emerge from the activity (5-10 min)
7. Closure. This may involve reflective writing or planning to connect workshop content or outcomes to individual goals (2-5 min)

Part B (second segment)

Similar to part A, as above

Session Assessment - link to form for assessment feedback is provided. If there is time, live feedback can be shared as well.