

STEPS TO DEVELOPING A PROFESSIONAL LEARNING PLAN

Follow these steps to develop a short- or long-term professional learning plan.

Step	Task
1. Analyze student learning needs	<ul style="list-style-type: none"> • Gather multiple forms of student data.
2. Identify characteristics of community, district, school, department, and staff.	<ul style="list-style-type: none"> • Analyze the data to identify trends, patterns, and areas of needed improvement. • Gather data about the learning context. • Identify the features of the context that influence student and educator learning. • Identify potential contributors to the current state of student learning. • Write SMART (specific, measurable, attainable, results-based, and time-bound) goals for student learning. • Gather data about educators.
3. Develop improvement goals and specific student outcomes.	<ul style="list-style-type: none"> • Review research and evidence on successful professional learning programs or practices. • Identify those relevant to the current goals and objectives.
4. Identify educator learning needs and develop goals and objectives.	<ul style="list-style-type: none"> • Develop educator SMART objectives. • Define knowledge, attitudes, skills, aspirations, and behavior changes (KASAB). • Develop logic model.
5. Study research for specific professional learning programs, strategies, or interventions.	<ul style="list-style-type: none"> • Study professional learning research related to goal area and context features. • Identify research- or evidence-based practices.
6. Plan professional learning implementation and evaluation, including establishing a logic model for specific professional learning programs.	<ul style="list-style-type: none"> • Develop theory of change with assumptions. • Develop logic model.
7. Implement, evaluate, and sustain the professional learning.	<ul style="list-style-type: none"> • Enact the plan. • Monitor progress and adjust as needed. • Evaluate progress and results. • Sustain support to achieve deep implementation over time