



Virtual Leadership Series Sample Agenda

Level 1: Beginning, Refreshing or Restarting

Professional Development Sample Agenda

Overview of PD Services:

- 4 virtual professional development sessions (1.5 hours each)
- 1 Consultative Conversations (1 hour each)
- 1 PD Planning call to discuss PD goals and schedule the sessions

Target Audience for the Series:

- School or district leaders starting or refreshing a curriculum process

Intended Outcomes for the Workshop:

- Participants will explore the key elements in a curriculum process
- Gain hands-on experience in developing an outline of your curricular strategic plan

<p>Consultative Conversation 1 hour</p>	<p>Consultative Conversation</p> <ul style="list-style-type: none"> • Identify the current strengths and areas for improvement of your curricular work • Review your current unit template • Work together to outline next steps to move the process forward
<p>Session 1: 1.5 hour Virtual PD Session</p>	<p>Articulate your curricular purpose</p> <ul style="list-style-type: none"> • Discuss the starting point for your school / district's curriculum work • Walk through a high-level overview of the elements in a curricular process • Articulate your purpose for the curriculum process at your school / district
<p>Session 2: 1.5 hour Virtual PD Session</p>	<p>Set Curricular Goals</p> <ul style="list-style-type: none"> • Discuss the importance of ongoing curriculum review • Determine overarching curricular goals for a multi-year period • Outline a review process to help meet your curricular goals
<p>Session 3: 1.5 hour Virtual PD Session</p>	<p>Build your Curricular Plan</p> <ul style="list-style-type: none"> • Use your defined purpose and goals to build the details of your curricular plan • Determine key elements such as: roles & responsibilities, professional development and training needs, and opportunities for staff buy-in & support
<p>Session 4: 1.5 hour Virtual PD Session</p>	<p>Create Resources & Determine Department Specific Goals</p> <ul style="list-style-type: none"> • Define clear expectations and resources for developing high-quality units <ul style="list-style-type: none"> ◦ <i>Based on your team, you may bring other key leaders or departmental decision-makers to this conversation</i> • Unpack larger goals for each department • Determine resources and needs to support the ongoing work