

STEPS TO DEVELOPING A PROFESSIONAL DEVELOPMENT PROGRAM

1. Identify if Professional Development is part of your institution's mission.
2. Determine how Professional Development fits into the educational framework of your institutional.
3. Investigate the requirements of your state Department of Education for re-certification and salary steps for teachers.
4. Inventory the resources you have to develop, implement and evaluate professional development programs.
5. Conduct a Needs Assessment for Professional Development in your service area (local, regional, state).
6. Determine the best model of Professional Development for your institution.
7. Secure the support of your institution for developing the Professional Development program.
8. Identify partners.
9. Identify sources of financial support.
10. Develop and market the program.
11. Deliver the program.
12. Evaluate the program.