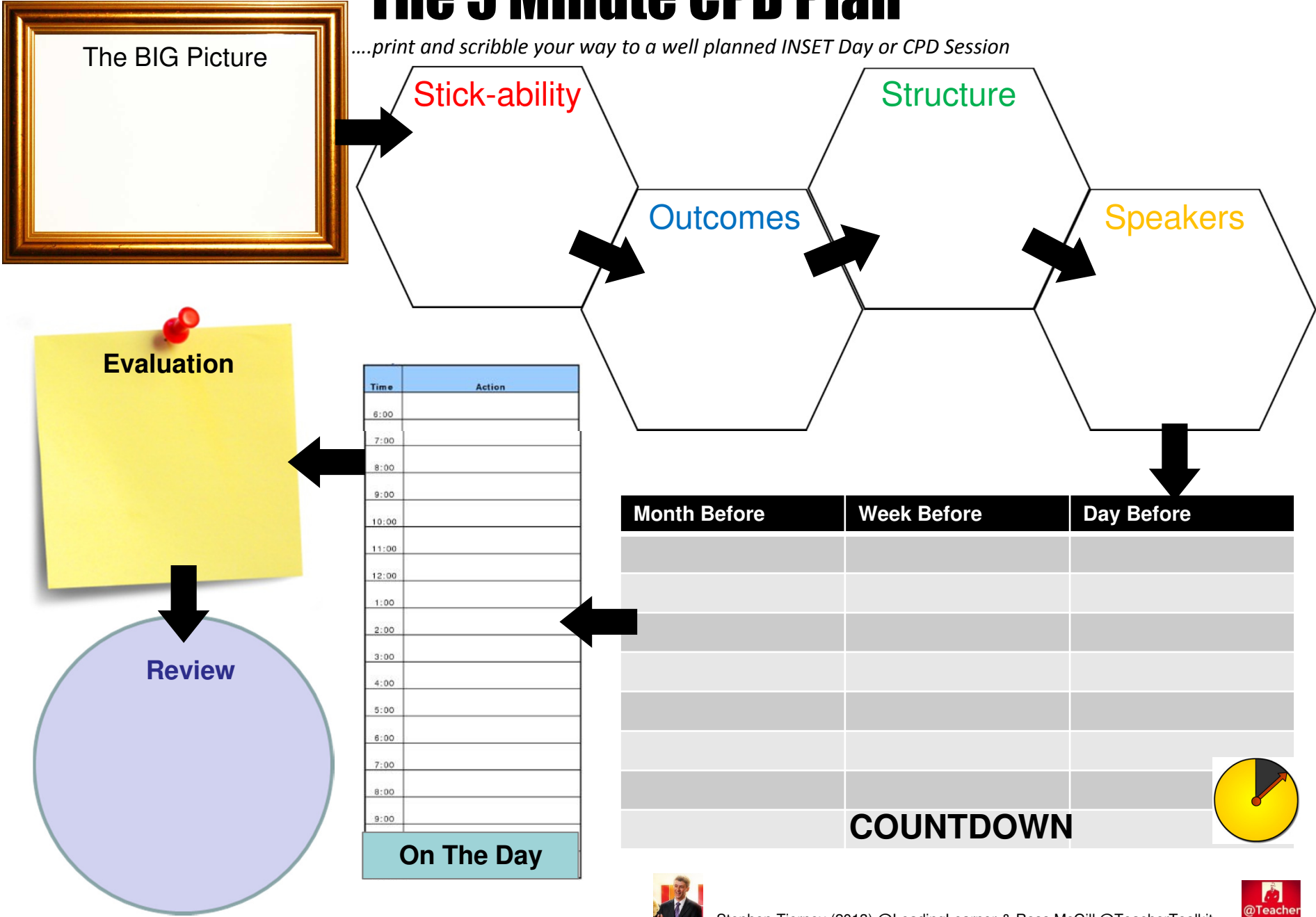


The 5 Minute CPD Plan

....print and scribble your way to a well planned INSET Day or CPD Session



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Context – (What each area means?)

The BIG Picture

INSET days and CPD sessions shouldn't just be a random selection of events but a series of focussed, prioritised and effective opportunities for the school, teams and individuals. Set the context for the day or session by considering the school's improvement plan. What professional development will staff require to help them be even more effective in their teaching or role? Are there changes at a national or local level that you need or want to incorporate into the day? Is there any feedback from staff or student voice that may shape what happens?

Stick-ability – The Key Learning

It is important to remember that first and foremost professional development must be about helping teachers teach better, in order that students can learn better and make more progress. What is the key staff learning that you hope to achieve today or in this session? We don't think you should move on until this is absolutely clear in your mind! Many an INSET day becomes a series of disjointed activities that have no real purpose and before long staff will resent the lack of clarity in the learning.

Outcomes

You need to consider at an early point what you expect the teachers or staff to produce as an outcome of the day. It could be new programmes of study, schemes of work, lesson plans, new learning protocols, new lesson protocols ... the list is endless. What would be the best way for staff to capture their new learning in a way that will help them enhance the outcomes for pupils & students.

Structure

Think about the overall structure of the day and if you are responsible the structure of some of the sessions. Try to think about how staff will learn best – big questions, high quality input, opportunity for collaborative or co-operative learning and some time to think and reflect. Some of the best professional development has a combination of:

- Camp Fire – presentations or input
- Watering Holes – opportunity to chat and discuss the learning. Breaks and lunches are a very important part of the day as they allow staff to discuss and socially construct meaning together. When asked about the most useful part of a professional development day staff often say the breaks, this is why!
- Cave Time – this is simply the opportunity to reflect and think about the day on your own or in a quiet time of the day. Think about your train journey home after a great conference, course or development day and how your head can be buzzing with ideas.

On some days an element of differentiation can work well by offering different or a choice of sessions to meet the needs of different staff. This needs to be carefully planned into the structure.

Context – (What each area means?)

Speakers

Getting access to high quality external speakers is not always easy and can be very expensive. If you want a particular speaker it is likely you will need to book them months in advance and possibly even a year. There might be some really capable inputs and interesting speakers that you have on your own staff or in a neighbouring school. Don't forget the power of twitter – it's how most TeachMeets are put together.

It is important to make sure the speaker is aware of the input that is required, the time they will have available and how this fits with and compliments

Countdown

It can be really useful to produce a simple countdown list for yourself as some things need to be done much sooner than others.

A month before you may want to:

- Make sure parents and students/pupils are informed of the INSET day
- Finalise stick-ability, outcomes & structure for the day
- Confirm with guest/internal speakers they are still available and what their brief is
- Organise catering arrangements – don't be mean here, tea, coffee, biscuits and a good lunch are crucial, the staff deserve it
- Plan location of events
- Think about how you will evaluate the event for example www.surveymonkey.com can provide on-line feedback very easily

A week before:

- Publish programme of INSET day/CPD session
- Inform premises staff on locations and layouts required
- Arrange access and logins for staff particularly externals
- Confirm any AV requirements, materials or resources for the sessions
- www.surveymonkey.com evaluation prepared

The day before:

- Check, check and check again – just touch base with speakers, site staff and caterers to make sure everyone knows what is required
- Ensure the AV requirements and resources are in place
- Organise registers if required
- Upload any resources or links to the school VLE/servers

Context – (What each area means?)

On the Day

If you have managed to be highly efficient so far the day should run smoothly and you can focus on:

- Meeting & greeting speakers
- Check rooms are set, AV requirements are in place
- Touch base with and thank site supervisors, caterers and IT staff
- Thank all speakers during the day
- Collect staff registers
- Send Staff Evaluation email link by email & on school website

And finally

- Draft thank you letters to guest speakers & internal speakers
- Update training credit database (if used)
- Upload or send any additional or late resources to staff

Evaluation

In setting up the evaluation look to get different kinds of feedback as both quantitative and qualitative can be really useful in thinking about the planning of future events or the impact of the day on student outcomes.

- You may want to gather information on:
- The quality of the various sessions – who found what most useful and why?
- The quality of the room arrangements
- Quality of the catering
- The impact of the day on staff's future plans

Review

Once the day is done and you have the evaluations it is important to sit down with some colleagues and consider how to maximise the impact of the day and whether any follow up work is required. You may also want to consider whether any changes are needed to the content, structure or arrangements of any future days.