Best Practices for Effective Professional Development*
~ A Planning Tool ~

Your commitment to these principles will help you create training opportunities that promote change or growth, reach clear outcomes, and help people develop new relationships.

1. **Establish and share clear outcomes**
   What are the goals and objectives of your training session?

   List the ways you will help participants to know where they are within the training process

2. **Design and list activities you will use to engage all participants**
   How will you provide for varied learning styles? How will you ensure that all participants are involved in learning?

3. **Model effective learning processes and environments:** Make sure participants are learning by being engaged in the process (model good interpretive technique if you are teaching interpretation)

4. **Establish clear roles**
   - List who is involved in the training/workshop/task and their primary role(s)

   - State the task you wish your participants to accomplish

   - What method(s) will you use to remind participants of their responsibility for achieving the task as appropriate/needed

5. **Have participants take responsibility for reaching the stated outcomes**

6. **Connect with participant's own work and thinking**
    *   How does the content directly apply to participants' jobs?

    *   What methods(s) will you use to help participants connect the content of your training to their own work?

7. **Provide opportunities for continued learning and maintaining relationships after the event**

8. **Encourage participants to share what they have learned with others outside the event**

9. **Ensure adequate time for authentic work activity** (as close as possible to the participants' "real world" task)
    Thinking about your training agenda, what sort of structured and/or unstructured work time will you include in your training session/workshop?

10. **Provide ample time for reflecting on the information and experiences**
    Account for reflection time in your training agenda – how will you provide dedicated time for this needed aspect of learning?

Meaningful Evaluation!
What form of evaluation will you use? Will you incorporate formative and summative evaluation? Is there a need for an independent evaluator?