**PROFESSIONAL DEVELOPMENT PLANNING TOOL**

This tool will help you determine whether the conditions are right for a comprehensive professional development program that will move your program towards its goals.

| Professional Development PreparationDoes the Program Have: |
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|  | **Yes** | **No** | **How could this be put into place?** |
| **1.** A shared vision of what instruction should look like? |  |  |  |
| **2.** SMART (specific, measurable, attainable, realistic, timely) goals and a related action plan that operationalizes the vision? |  |  |  |
| **3.** A learning culture, where teachers feel safe visiting one another’s classrooms and taking risks to master new skills? |  |  |  |
| **4.** A schedule that allows for all staff to gather once a week, and for staff to gather at least once a week by department? |  |  |  |
| **5.** A data-driven culture that can provide the information necessary to determine whether new techniques have been satisfactorily mastered?  |  |  |  |