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Description automatically generated with medium confidenceProfessional Learning Planner and Self-Reflection Survey

**Reflection Guide**



**What to do:** Use the staff training checklist, staff survey, and learning schedule in this tool as you work with staff to help them create individual professional learning goals.

**Why it matters:** Planning for professional learning and growth helps staff members grow, develop, and succeed at work. When program leaders get involved, they can provide important guidance, training, and support.

**Tip:** Aim to provide professional learning opportunities that meet the needs of both the program and the people who make it work — including you! Consider posting a schedule electronically and sharing it with your staff so to that it becomes a living document you can update as needed. Encourage staff to let you know if new training needs and opportunities arise.

# Staff Training Checklist

## On which topics do staff need training?

Collecting data

Using data to intentionally design activities

Creating project or activity SMART goals to link with content

Understanding program goals and how they connect to school-day learning

Communicating with teachers and schools

Supporting student learning in homework time

Understanding academic standards

Developing students’ 21st century skills (the 4 C’s — communication, collaboration, critical thinking, creativity)

Understanding and using the 5 C’s of positive youth development (competence, confidence, connection, caring, character)

Assessing students

Engaging students

Documenting learning to share with teachers

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## How much time is available, and when, for staff training?

During orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During staff meeting time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During program breaks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In conjunction with school-day professional learning for teachers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At conferences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In professional learning sessions scheduled during the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Self-Reflection Survey | |
| My strengths |  |
| Areas in which I’ve grown |  |
| How I can use my strengths within the program |  |
| Skills and interests |  |
| Three things I did well in the past six months |  |
| A difficult or negative experience I managed to turn into a positive |  |
| A goal I’ve met in the past year |  |
| A goal I’m working toward |  |
| Resources or support that would help me meet that goal |  |
| My general approach to problem solving, and the strategies I use |  |
| My biggest challenge when trying to solve problems |  |
| New skills I’d like to learn |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Learning Schedule** | | | | |
| **Topic** | **Date** | **Time** | **Who Participates** | **Who Leads** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*The strength of the team is each member.   
The strength of each member is the team.*

*A white rectangular frame with purple border

Description automatically generated– Phil Jackson*

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