

# Professional Development Check List

## Professional Development Creation

- Learning Objectives are developed
- Target Audience has been chosen
- Nested Process is used for Planning
  - Content has been gathered
  - Process has been planned
  - Context has been developed
- Layout of room is decided
- Handouts have been created
- Training room has been reserved
- Session is approved by Director/Coordinator one month prior to the start date  
(eCourses should be requested 2 months prior to start date)

## Professional Development Publication

- Session is requested in Eduphoria / FormSpace
- Session is created by the Professional Development Department

## Two Weeks Prior to Professional Development Session

- Check enrollment
- Order food, etc. if needed
- Finalize handouts and upload them to the course
- Finalize table supplies
- Finalize chart stands and tablets
- Finalize music
- Finalize decorations
- Finalize AV details

## One Week Prior to Professional Development Session

- Check enrollment
- Finalize and copy handouts
- Finalize set up plans

## No later than One Day before a Session

- Everything is packed and ready to move.

## Day of Session

- Complete any final set-up details
- Collect sign-in sheets
- Take down all materials, supplies at the end of session.
- Inter-office mail sign-in sheets to Professional Development Office / Acker

## Two Weeks After Session

- Review Surveys and complete any Follow-up Activities