

# Professional Development Plan (Goals)

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1002-Module 2, Discussion 4

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Lesson Description: Teachers will be in serviced on the use of PowerPoint to create lesson plans. They will be learning and creating a lesson plan in PPT to provide instructions for their future use.

<b>Learning Goals (Target and Professional)</b> At the completion of session, educators/student/s will be able to	<b>Type of Learning (Life-long Learning Processes)</b>	<b>Nested Learning Objectives (What Must My Students Be Able To Do To Achieve Each Learning Goal?)</b> At the completion of session, educators/student/s will be able to	<b>Type of Learning (Cognitive, Psychomotor, Affective)</b>
<b>TEACHER TARGET GOALS (Teacher in-service)</b>			
1. Teachers will be able to create PowerPoint presentations for their lessons that are easy to understand.	Habits of mind	1. Teachers will be able to create slides in various layouts. 2. Teachers will be able to rearrange slides as necessary.	Application Synthesis
2. Teachers will be able to create a lesson that utilizes audio, visual and kinesthetic learning methods.	Information processing	1. Students will be able to insert clip art and images. 2. Students will be able to insert sounds. 3. Participants will be able to utilize their notes for self guided instruction.	Application
3. Teacher will create an instructional slide show for their classroom use.	Complex thinking	1. Participants will fill in the blanks on their instructions. 2. Students will create a slideshow of step by step instructions telling how to use PowerPoint for createing lesson plans.	Comprehension Application Synthesis
<b>MENTEE PROFESSIONAL LEARNING GOALS</b>			
1. Improve my ability to create clear instructions that can be understood.	Effective communication Collaboration/cooperation	1. Provide clear, easy to follow instructions with few clarification questions from teachers. 2. Teachers can fill in information from the presentation during in-service.	Comprehension Application
2. Provide teachers with the information to create a guide for their future use.	Complex thinking	1. Teachers can create step by step instructions. 2. Teachers can understand their instructions.	Knowledge

3. Classroom management.	Effective communication	1. Teachers will pay attention to the presentation. 2. Teachers will gain useful knowledge.	Knowledge
<b>TEACHER PROFESSIONAL LEARNING GOALS (me)</b>			
1. Increase the technology comfort level of the mentee.	Collaboration/cooperation	1. Provide pre-training for my mentee to increase her comfort level with training on technology. 2. Assisting the mentee in drafting training goals for her PPT in-service.	Knowledge Comprehension Application
2. Provide methods for my mentee to organize training sessions for presentation.	Collaboration/cooperation Effective communication	1. Create a planning outline with the mentee. 2. Clear discussion and clarification regarding the information to be covered.	Knowledge Application Analysis
	Complex thinking Information processing Effective communication Collaboration/cooperation Habits of mind		Cognitive Knowledge Comprehension Application Analysis Synthesis Evaluation  Psychomotor Acquiring knowledge Executing actions Transfer of control Automization Generation  Affective
<p><b>Learning experiences for diverse learners:</b> The lesson plan we have been discussing will provide for a variety of learning methods as it is very hands on. Visual, audio and kinesthetic methods will be used to assist diverse learners. The option of being more creative and exploring additional PPT options/commands will be available for enrichment while the outlines with fill-in-the-blank will assist those at a lower level of ability.</p>			
<p><b>Integrated technologies:</b> The lesson will be presented in a lab and the teachers will be creating notes on paper and viewing a projector for slides and actual PPT examples. The teachers will be utilizing PPT software to create a presentation for their future reference. Teachers who volunteer will be showing how to do different things to the class using the computer projector.</p>			
<p><b>Classroom management strategies:</b> The lesson will be presented in a computer lab. Teachers will be engaged as much as possible to prevent management issues. The will be creating a presentation and I will be walking around to help them. The teachers will also be asked to volunteer to show different skills.</p>			

**This is how I believe the successful accomplishment of my goals will lead to improved educator/student learning.**

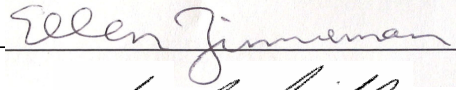
Working with my mentee to increase the comfort level she has with the software and how to organize her presentation will help to begin a “spreading” of comfort for other teachers also. Teachers teach their students all of the time but teaching teachers puts a different anxiety level on a teacher. As teachers begin to see a comfort level in others, they should gain more comfort in their own abilities.

**This is how I plan to evaluate my progress toward reaching my personal goals. (checkpoints, indicators of success, etc.)**

The completion of an organized lesson plan and the comfort level of the mentee will provide checkpoints for my success.

We agree to work together as a collaborative team to implement this plan.

Peer Coach's 1 signature



Peer Coach's 2 signature



## Appraisals

### ESC XI Mentorship Evaluator Appraisals:

- When:** Within two weeks before the end of the MTTC 200 course.
- Content:** Review of submitted coaching documentation (pre-conference, lesson and post-conference, lesson plan, student/educator examples), mentor journal, and pertinent course discussions.  
Achievement on the 10 MTT Test Framework Domain-Competencies.
- Who:** ESC XI Mentorship Evaluator with optional teacher participation.

### Site Technology Supervisor Appraisal:

- When:** Within two weeks before the end of the MTTC 200 course.
- Content:** Review of documentation, observations, and discussions.  
Achievement on the 10 MTT Test Framework Domain-Competencies.
- Who:** Site Technology Supervisor with optional teacher participation.

### Summative Appraisal:

- When:** Within two weeks following the end of the MTTC courses.
- Content:** Formulated review of the two ESC 11 Mentorship Evaluator Appraisals and the one Site Technology Supervisor Appraisal.  
Mastery on the 10 MTT Test Framework Domain-Competencies.
- Who:** ESC XI Evaluator with optional teacher participation.