

Summer Learning Training Planner

Sample Plan

Description: For a four-week summer learning program that features project-based learning, staff will participate in an orientation before the program starts. During the program, they will have weekly staff meetings that include observations of needs. Additional follow-up coaching sessions will be provided one-on-one to staff members who need further support.

Date(s) and time	Topic(s) to be covered	Goal (s)	Delivery method(s)	Who leads	Additional notes
June 22-24, all day	Orientation	To help staff prepare for the summer learning program and to build the team	Hands-on workshops, planning and preparation time, team-building activities	Project Director, Site Coordinator, guest facilitators	
Week 1 staff meeting (June 29, 3-4 p.m.)	Academic/enrichment support	To address a need for PD on a specific area observed	Lecture/ PowerPoint and discussion time	TBD	Follow-up coaching will be provided.
Week 2 staff meeting (July 6, 3-4 p.m.)	Student engagement	To address a need for PD on a specific area observed	Small group activities	TBD	Follow-up coaching will be provided.
Week 3 staff meeting (July 13, 3-4 p.m.)	Planning for culminating event	To collaborate on documenting student growth	Mini-lesson and discussion or working group session	Veteran staff member	
Week 4 staff meeting (July 20, 3-4 p.m.)	Assessing student growth	To help staff prepare for assessing program quality	Lecture/ PowerPoint, planning and prep time	Outside evaluator	Follow-up coaching will be provided.
July 25, all day	Continuous improvement process/wrap up	To debrief the quality of the summer learning program and plan for next year	Hands-on workshop, planning and preparation time, team-building time	Project Director/Site Coordinator	

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Now it's your turn. Review the sample plan for professional development for a typical summer learning program. Then, fill out this blank form to start planning your professional development for summer learning staff.

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