

EDLD 5389

Professional Learning Strategy

Week 5 Final Assignment

by

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Introduction

On our campus, we have multiple methods of communications. Email, individual and campus, groups of which there are several within the campus. Communications are often missed or lost with the overwhelming flow of information being thrown at teachers and administration. Yes, you can search to find the send, unless it was deleted. Therefore, we need to consolidate the way we communicate into one simple venue. I have planned professional learning (PL) in order to implement OneNote as a campus-wide method of communicating and collaborating. No more, forgot to include you in the email, I never got the email, or I can't find it, would you please re-send it? The goal is to implement OneNote throughout the campus over the rest of the year to consolidate and make our communications more efficient.

Call to Action

Professional development (PD) has been the method of introducing new ideas within this school district. Yet it is ineffective; however, implementing professional learning can be the tool that can make the difference. I presented this [video](#) to my principal as my call to action, the result is she agreed to let me proceed with my PL on OneNote for the campus.

Professional Learning Blueprint

The blueprint is broken down into [five phases](#). Phase one is introduction and video presentation to my principal. Explaining the why and how. Phase two is training my principal in the use of OneNote from an administration point of view, as well as showing the capabilities for teachers. Phase three is presenting to the staff and having them its use as a field test for the next two months. Phase four starts at the beginning of the second semester to get feedback and continue to work on using OneNote. Phase five is from mid-January to the end of the year to fully implement the use of OneNote.

Audience

My audience is the campus staff. most of which are technologically challenged. The implementation of a campus-wide OneNote will stress some, but I believe that the outcome will be successful. Having introduced new technology before, I am aware of the obstacles I will face.

Fostering Collaboration

As we only have six classrooms and one hallway, collaboration is only a few feet away.

Fostering Self-Directed Learning

Once we enter phase three, I plan to push videos, once again introducing OneNote and its capabilities as well as more in depth videos from Microsoft on [Staff Notebook](#).

Professional Learning Instructors

In phase one and two, I will be leading the training in order to get my principal up to speed. Phase three will be a collaboration although I will be the lead and she will be the support. Phase four and five will be led by my principal; although, as discussed with her, she may require support in phase four for the PL.

5 Key Principles of Effective Professional Learning

1. Engaging – the video presentation will be utilized to assist in explaining the difference of PD vs. PL.
2. Modeling – showcasing how the DAEP Staff Notebook in OneNote can be utilized and all its available features yet concentrating on small steps at first.
3. Support – I am only a classroom away, providing training videos in OneNote to familiarize them with it as well as making them comfortable with using it.
4. Specific – The implementation of OneNote as a campus tool is for our use. Can other campuses do the same, yes, but this is targeted specifically for our campus as it exists today.
5. Duration – the training and feedback will encompass the entire school year. This is not a one time present and implement.

Timeline

The [implementation timeline](#) started in September of 2109 and will go through May of 2020.

Resources and Media

Resources from Microsoft will be available for staff members to select and view at their discretion. [Getting started with OneNote Staff Notebook](#), [OneNote Staff Notebook: Tools for staff collaboration](#). Resources are also available on YouTube.com for specific articles.

Summary

The primary goal is to get the campus on one single point of collaboration. The secondary goal is to show that PL is preferred over PD. Utilizing OneNote DAEP Staff notebook will make resources and information available in one location which can be easily recalled. Collaboration over campus documents will make implementing changes and/or suggestion easier. The result will show that targeting a specific training need and the follow through for the whole year proves that professional learning is far superior to professional development.