STAFF MEETING PLANNING GUIDE

Directions: Complete the agenda for your staff meeting.

Staff Name:
Meeting Date:
How Much Time:

CHECK THE DIGITAL LEARNING COMPETENCIES ADDRESSED:
☐ Use technology for interactive learning and homework support.
☐ Use informal experiences to support formal learning.
☐ Select engaging and relevant digital content.
☐ Encourage higher order thinking through tech.
☐ Balance staff's role and tech in guiding learning.
☐ Promote digital citizenship.
☐ Empower students to navigate digital learning platforms.

LEARNING OBJECTIVES
AT THE END OF THIS MEETING, PARTICIPANTS WILL BE ABLE TO:

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MATERIALS
LIST THE MATERIALS YOU WILL NEED. HIGHLIGHT ANY TECHNOLOGY NEEDS.

Continued on next page...
AGENDA
COMPLETE THE AGENDA

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DIRECTIONS AND TALKING POINTS</th>
<th>HOW MUCH TIME WILL THIS TAKE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Statement or Activity</td>
<td>Create an engaging opening.</td>
<td></td>
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<tr>
<td>Objectives</td>
<td>Ensure that the purpose of the meeting is clear.</td>
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<tr>
<td>Activity</td>
<td>Try it! Model use of technology in the presentation.</td>
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<tr>
<td>Planning</td>
<td>How will staff implement some of this?</td>
<td></td>
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<tr>
<td>Reflection and Closing</td>
<td>Cement the learning with reflection questions and discussion.</td>
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TEACH-BACK AGENDA REFLECTION CHECKLIST
REVIEW THE TEACH-BACK AGENDA YOU DEVELOPED.

Have you planned a valuable professional development experience that offers opportunities for staff to do the following?

☐ Learn by doing.

☐ Accomplish clear objectives.

☐ Experience technology through facilitator modeling.

☐ Stretch! Staff will need to be a bit uncomfortable to grow.

Have you maximized this moment? Can you use an online tool to share skills with another branch of your program? Try to increase reach and save money!