

PLC Meeting Agenda (60 minutes)

Opener:

Welcome and introductions (5 minutes)
Icebreaker/teambuilding activity (10 minutes)

Introduction (5 minutes)

Present the topic of the meeting more fully. Explain what will you be doing and why? Explain why the topic is relevant or important to practice?

Meeting Content (25 minutes)

Main Points: Present the new topic, information, approach or technique. Use explanations, demonstrations, and/or discussions to convey not just the “what,” but the “why”. Laying a good groundwork of rationale will help staff tweak, adapt, and apply the approach to new and different situations.

Practice Activities: Engage participants in thinking through the approach and trying the techniques. Create activities that will fit with different learning styles. Do some work individually, in pairs, in small groups, and as a full group. Mix things up with discussion, hands-on experiential learning, report-outs, or demonstrations.

Dedicate the necessary time to apply the learning to practice, directly and concretely. How might this be used? What opportunities does it present? What might be challenges? What supports are needed? How might staff extend it or modify it? Teaching is not a science. The whole group is trying to come up with the best ways to help kids grow and succeed. Different things will work with different kids and different staff at different times.

Planning for Action (10 minutes)

Facilitate concrete planning and action steps to put some aspect of the topic into practice. Include questions such as, “What can we do next?”, “Who should do what, when?”, and “What supports are needed?”

Step Five: Evaluate (5 minutes)

Ask participants to evaluate the effectiveness of the meeting. Ask, “What worked, what didn’t?”, “How can we improve the meetings?”, and/or “What was the most effective and least effective parts?”.