

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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