Professional Development Activity Checklist

(This checklist may be used as a guide to help you plan your next activity)

Part 1: Facility and Supplies

Classroom arrangement ________________________________
Optimum class size ________________________________
Room Request made through http://www.durhamtech.edu/faculty/reference/forms/roomrequest.htm

Will presenter / facilitator need:
Student computers [computer lab or Instructional Computing Training Center]
TV/VCR
Overhead projector
Laptop with projector
Flipchart stand with pad
White board
Flipchart markers
White board markers and eraser
Student supplies – paper, pencils, etc
Handouts – copying services
Student materials to be purchased ___________________________
Name cards for students and presenter/facilitator

Part 2: Purpose and Objectives

Purpose

❑ Session carries out the mission of the college by ________________________________
__________________________________________________________________________

❑ Specifically, the purpose of the training is ________________________________
__________________________________________________________________________
Session meets the following college goals: *(choose number(s) from list below)*

Durham Tech Goals

Provide educational and training opportunities and serve Durham and Orange county residents with educational programs that meet their needs;

Ensure that all graduates demonstrate mastery of critical competencies as stated for each program;

Promote learning through the full range of instructional methods and emphasize student retention and success through a wide variety of support services;

Foster the development of a well-prepared, professional faculty and staff that reflects the diversity of the communities served;

Instill in students a commitment to lifelong learning;

Participate as an active partner in the educational community;

Engage in continuous improvement to promote a flexible, responsive, innovative, and dynamic institution focused on teaching and learning;

Implement and utilize appropriate technology that enhances efficiency and effectiveness of instruction and support services;

Assist in workforce development by actively seeking training partnerships that respond to employer needs and meet service area demands; and

Prepare students and employees to assume active roles in the college, in the culturally diverse community, and in the global workplace.

Objectives for Participants

What will the participants of this session gain from this experience?

What approach and strategies will the presenter/facilitator use to achieve the purpose of the session?
Part 3: Evaluation

Please use the following evaluation questions [you may add others] to receive feedback from participants:

What did you like most about the Professional Development activity?

What changes could be made to make the Professional Development activity better?

What other Professional Development activities would you like to see on the schedule?

Do you have any other suggestions or comments?