SUMMER LEARNING TOOLKIT

Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org

G GUIDANCE FOR TIP SHEET: **PLANNING HIGH-QUALITY PROFESSIONAL DEVELOPMENT**

This document provides guidance on how to use the Planning High-Quality Professional Development
tip sheet in the Summer Learning Toolkit. You can also access the tip sheet in the
Staffing and Professional Development section of the Toolkit.

What is the *PLANNING HIGH-QUALITY PROFESSIONAL DEVELOPMENT* tip sheet and how can you use it?

This tip sheet offers advice for summer program leaders as they begin to plan their
pre-program professional development. Tips are organized by goals, planning,
and content sections and offer research-based recommendations for structuring
your time most effectively to cover all essential topics.

Why is high-quality professional development important?

Professional development is central to ensuring that program goals and plans translate into positive
experiences for youth and staff, and ultimately, a benefit for those who attend. RAND recommends
that program and professional development leaders:

- Intentionally highlight program goals and expectations of youth and staff, including strategies
  for promoting positive climate and culture. Reference data about the families and students
  being served to make the case for why the summer experience and program elements are
  important.

- Dedicate time for teachers and staff to both learn about and practice with curriculum and
  instructional materials or activities.

- Include all instructional support staff in curriculum training and practice sessions with
  teachers to increase the likelihood that they'll be effective in their roles.

- Model appropriate behavior management strategies and approaches to ensure a unified
  approach and clear expectations throughout the day.

Who can benefit from this resource?

- District program leaders
- School-based program leaders
- Nonprofit program leaders