**Shared Understandings: HQPD Training Observation Checklist**

**(State Implementation Specialist Calibration Tool)\***

*\* Note: Shared Understanding is an ever-changing document. This document will be revised as needed through on-going collaboration with UMKC/ KU / MT and all State Implementation Specialists.*

**SHARED UNDERSTANDINGS: HQPD Training Observation CHECKLIST**

1. Demographic (Context) information prompted on the HQPD Training Observation checklist will provide descriptive data to inform the SPDG.

Specific definitions:

NUMBER OF PARTICIPANTS: Indicates rough head count. If available, attach a copy of the sign-in sheet where role of attendee and building information will be available.

ONSITE: Defined as any training that takes place within a building that may include only participants from that specific building or from another building WITHIN that district.

REGIONAL: Defined as any training in a district which participants represent buildings OUTSIDE of the hosting school district OR as trainings that occur outside the district even if participants in the training all represent one building or district. Regional training MAY be for only one building or for buildings from different schools. (PURPOSE: This data may be used to inform future program needs in terms of time, travel, etc.)

DURATION: Full day: more than 6 hrs. ½ day: 3 – 6 hrs. Less than ½ day: less than 3 hrs.

PRESENTER(s): If a team is presenting, please list all consultants actively engaged.

BUILDING(s): List all buildings represented. If participants represent more than one building, include District information for clarity.

1. Item #1: What is meant by “Prior” – Prior could be any time before the content of the training is addressed, e.g., pre-assessments, setting the stage activities that happen the day of the training OR pre-readings, pre-assessment etc. that happen for the participant before they arrive at the training.
2. Item #1: What is meant by “Learning Objective”...it is not necessary for presenter to use terminology of “objective” to receive a YES. He/She may use outcomes, essential learnings, etc. Is the intended learning identified? If so, this item is marked YES.
3. Item #3: Agenda reference – ANY form of information provided that describes for the participant the flow of the day… can be separate document provided as part of information sent out before training day, handed out as part of PowerPoint and other information at registration/sign-in or contained within a slide in the PowerPoint. It is about meeting the INTENT of keeping participants informed NOT about a specific format.
4. Item # 4: Evidence of “Rapport”: Evidence can be found in body language of participant and presenter, tone of voice, use of humor, etc. Also, evidence can be found in actions and activities that build or encourage or elicits emotive responses from participants.
5. ITEM #12: For our purposes “Context” refers to school/building, not to grade level or subject areas.
6. Item # 14: Represents opportunities for ***personal perspectives***….. presenter might say, “what do you believe”, “how does this align with your present practice or not .” Parking lot type activities where participant is encouraged to share personal questions might be observed.
7. Item #15: Represent opportunities for ***interaction around content***…. Examples might be: Talk to your shoulder partner about the following definitions, jig-saw activities, etc. where conversations are about specific content
8. Comments: The comments we note on the HQPD Training Observation Checklist form many serve multiple functions.
   1. Any comment noted on the HQPD Training Observation Checklist form will be catalogued to serve as an evidence bank of sorts that identifies specific types of actions/artifacts that we as SIS might find that allows us to mark YES on a specific indicator.
   2. The comments can be used during coaching sessions to provide support for feedback on a specific indicator. Remember that feedback conversations are to provide specific information around which actions can be developed and inform the consultant as to the opportunity for change in practice.
   3. HQPD training and coaching checklists data will be shared with consultant(s) through MOEdu-sail online tool. RPDC consultants will receive a notification via email when the observation checklist document has been shared by the observing SIS. The intent is to provide consultants time to reflect on observations prior to feedback conversations. (Consultants are encouraged to complete the HQPD Training Observation Checklist on their session prior to the feedback conversation with SIS. The tool **may be** used to check for essential elements during planning and prior to delivery.)
9. Clarity on the “internal coaching” checklist that has yet to be developed. Our mental model at this time is that there will be a tool developed collaboratively with UMKC/KU/MT to guide the SIS’s observation of internal coaching that occurs between RPDC/Internal Coach / School Teams.
10. A follow up conversation “Conference Guide” has been developed by the SIS team to guide conversations as we debrief the consultants around events/trainings we observe. The “Conference Guide” provides a way to encourage reflective practice, document our conversations, set next steps/action plans, etc.

**SHARED UNDERSTANDINGS ON PROCESS:**

*HQPD CONTENT MANAGEMENT: SIS*

1. HQPD Training Observation Checklist observation data will be collected
2. Feedback/coaching will be provided to consultants in a timely manner (within 3 weeks) after each observation. (Minimum expectation: two required training and two required coaching observations for each consultant delivering CW PD.)
3. Feedback Guide Documents: May be used to frame conversations with consultants in all RPDCs to facilitate the SIS in retaining information for future conversations and follow-up opportunities.

*HQPD CONTENT MANGEMENT:*

*Data Submitted to UMKC:*

1. Until online format is operational, SIS will submit data upon completion of each HQPD Training Observation checklist. Quantitative and qualitative data will inform HQPD.
   1. Quantitative data to be reported includes the following: (requested on HQPD Training Observation Checklist)
      1. RPDC
      2. # of Participants
      3. Event location: Regional / On-site
      4. Topic: Data Teams, FA, EP, CW etc.
      5. Time Frame: full day, ½ day or less than ½ day
      6. Presenter (s)): (Please list)
   2. Qualitative data to be reported
      1. Notes that accompanied the HQPD Training Observation checklist to provide evidence of descriptor and support feedback/coaching will be reported

*Data to be provided RPDC Directors:* **(THIS IS MANAGED BY UMKC/KC/MT)**

1. Collective data will be provided to RPDC Directors twice a year (mid-year/ year- end) to represent patterns / findings from completion of HQPD Training Observation checklist on events within their specific region.
   1. Collective data reported to RPDC Directors
      1. # of participants served
      2. # of trainings by event location (onsite/regional)
      3. # of trainings by topic
      4. # of events by time frame
      5. Summary findings on each indicator within the checklist (i.e. item 1 – present 11/11 observations etc.)