**Team Leader Professional Development**

***Draft Plan***

Format

* 3 part series - info provided based on timing throughout year

Content:

*Main topics covered each session with new information*

**Data/Information sources** -

* How to pull data – have prepared summaries of steps or DSC/i-Tracker, e-school,
* Data use in decision making
* General DE-PBS Tools – DE-PBS Key Feature Eval, DE Assessment of Strengths & Needs for PBS, Key Feature Status Tracker, Discipline Data Reporting Tool
* Monitoring fidelity strategies
* Website orientation

**Leadership strategies** –

* + Developing a strong, representative team; team leader roles & responsibilities
	+ Meeting roles
	+ Developing meeting norms
	+ Agenda development
	+ Subcommittee use
	+ Meeting facilitation; delegation
	+ Parking lot
	+ Team building – especially identifying strengths

**Communication** -

* Common language (acronyms)
* Project professional development/resource announcements
	+ - * Plan for dissemination of info
	+ Plan for communication – missing team members (esp. administration), staff, etc.
	+ Documentation (product outline)
	+ Working with administration
	+ Working with district coach

**Key messages**:

* Team Leaders are coordinators NOT DOERS of ALL!