**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!