**Identifying Virtual Professional Development for Staff**

***A Tool for Administrators, Coaches, and Others Who Are Planning PD in the Virtual School Setting***

Virtual PD opportunities abound! When recommending or requiring any upcoming virtual PD opportunities for your staff, answering the following questions will help ensure PD recommended for staff is focused on specific needs and the content will be used by staff as intended. Your responses can also be used to communicate important PD information with staff. These questions align with dimensions of the Hexagon Tool[[1]](#footnote-1) in implementation science.

PD Title: [Add here]

Date Reviewed: [Add here]

Publicized Description: [Add here]

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| **NEED**The PD content addresses needs of students, staff and community | What identified need(s) or goal(s) does the PD content address? What staff need(s) or goal(s) will be addressed by the PD content?What student need(s) or goal(s) will be addressed by the PD content?What community or family need(s) or goal(s) will be addressed by the PD content? |
| **EVIDENCE**The PD content promotes evidence-based practices | Who developed the PD content?What established professional organization(s) contributed to and/or endorse(s) the content?What areas of research does this PD content align with? |
| **USABILITY**The PD format makes content very usable by participants after PD event | How do users access the PD content?How much time (total) will it take for users to review all PD content?Are there any follow-up activities for users to complete after reviewing the content? |
| **FIT**The PD content fits with current initiatives in the school and/or district | How does the PD content align with district or school goals?How can you communicate this alignment?  |
| **CAPACITY**The PD format and content builds staff buy-in for applying the content | What expectations, if any, are there for staff to demonstrate use of the PD content? (Consider short- and long-term next steps.)What tools are embedded in the PD content or can be added by the district or school to help teachers apply the content to their practices? |
| **SUPPORTS**Supports are in place to help educators apply PD content  | Who is available to support staff to apply the PD content?Are there additional PD resources to extend staff’s understanding of the PD content? |

1. *Metz, A. & Louison, L. (2019) The Hexagon Tool: Exploring Context. Chapel Hill, NC: National Implementation Research Network, Frank Porter Graham Child Development Institute, University of North Carolina at Chapel Hill.*  [↑](#footnote-ref-1)