



Professional Development Follow-Up Support

—The Continuum—

This continuum provides a variety of follow-up options and a rough estimate of cost and time expenditure. The continuum was created with the assumption that the service provider is an outside consultant/source. Cost and time will depend on factors such as distance from training participants of the professional development (PD) event and travel and equipment costs.

Low Cost
Minimal Time

High Cost
Time Intensive

<p>E-mail communication Send to individual participants or the group. Send reminders or motivators at intervals after the PD event. Include action step reminders.</p>	<p>Establish learning partners Build peer support system with assigned intervals for communication. Facilitator sends reminders and discussion ideas.</p>	<p>Facilitate conference calls Conference call with individual participants or entire group. Share successes and resources; troubleshoot barriers.</p>	<p>Facilitate booster sessions On-site or distance (web-based or videoconference).</p>	<p>Provide on-site coaching and mentoring Facilitator coaches and mentors individual participants on skills learned during event.</p>
<p>Send "Letter to Myself" Generated by each participant during event and placed in self-addressed, stamped envelope. Facilitator sends to participants 3-6 months post-event.</p>	<p>Send electronic newsletters E-mail a newsletter to participants related to the training content.</p>	<p>Conduct telephone follow-up support with individual participants Provide technical assistance to individual participants based on identified needs.</p>	<p>Provide site visits Facilitator travels to site to provide technical assistance on overcoming barriers to implementation.</p>	<p>Organize critical friends or teacher support groups On-site or distance (web-based or phone/videoconference).</p>
<p>Provide follow-up support request forms Provide forms during PD event. Invite participants to complete and submit a form. Facilitator follows up on individual requests.</p>	<p>Facilitate ongoing e-mail discussion group/ message boards Non-moderated.</p>	<p>Facilitate on-line discussion groups/ message boards Moderated.</p>	<p>Conduct walk-through Facilitators observe participants in their work setting using skills acquired in training.</p>	<p>Conduct on-site participant observations with feedback Facilitator observes participants implementing skills learned at PD event and provides structured feedback.</p>
<p>Establish learning partners During event, partners create a plan to check in with each other regarding successes and barriers.</p>	<p>Mail communication Send reminders or motivators at intervals after the PD event. Include action step reminders.</p>	<p>Mail printed newsletters Mail a printed copy of a newsletter that addresses training content to participants.</p>	<p>Mail packages Send artifact/take-away related to training theme with a message that reminds or motivates.</p>	<p>Facilitate advanced levels of training Provide higher level, more complex training to all participants.</p>
<p>Meeting with training materials Ask participants to set aside a meeting time in their calendars 2 weeks after the training to review training materials, resources, and their action plan.</p>	<p>Send e-surveys Collect input from participants regarding barriers and challenges. Provide needed support based on input.</p>	<p>Provide a podcast Send a post-training podcast that reinforces training content.</p>	<p>Establish peer mentoring/ coaching process Provide process for peers to mentor one another on-site.</p>	<p>Establish "Professional Learning Communities" Provide process for collective learning among participants to reinforce transfer of learning.</p>

