

## Module 12

# Reviewing and Sharing Your Action Plan

**Description:** The objective of this module is for you to review your action plan, then share it with your colleagues during a showcase and participate in a constructive feedback session. This will empower you to leave the course with an exciting action plan that details how you will implement new teaching strategies and approaches in your classroom. You will also receive information about developing collaborative work groups, and celebrate your accomplishments.

## Exercise 1: Reviewing Your Action Plan

Now that you have finished creating your action plan presentation, you need to review your work and make any changes. You also need to practice giving your presentation to make sure that it lasts approximately five minutes, everything works properly, and your plan is clear and easy to follow.

### Step 1

Practice your presentation from start to finish.

### Step 2

As you practice, make sure you speak slowly and clearly so that the audience will be able to understand you and your ideas.

### Step 3

Make sure your presentation and any associated links, transitions, videos, animations, and sounds work properly on the presentation computer.

### Step 4

Print any materials that are needed for the presentation.

### Step 5

Consider any questions that you think the audience might ask, and come up with answers in advance.

### Reviewing and Sharing Your Action Plan

#### Step 6

Save your work as directed.

#### Step 7

Look over your action plan presentation. Make sure it has the following elements:

- Goals that challenge you to make a change in your teaching related to what you have learned
- Tasks that adequately describe specific applications of appropriate instructional strategies
- Practical solutions to anticipated challenges in different areas
- A timeline that includes all the specific tasks you need to accomplish to achieve your goals
- A list containing both the names of a few individuals with whom you can discuss your goals and a collection of varied resources that will help you achieve your goals
- Convincing examples of how applying technology literacy and 21st century teaching and learning skills and approaches will enhance your productivity and professional practices in your classroom

If any of these elements are missing, add them to your presentation now. Share your presentation materials with your trainer. Make any desired changes based on the feedback you receive. Save your work when you are finished.

#### Exercise 2: Sharing Your Action Plan

You will now share your presentation with your colleagues and invited guests as part of an action plan showcase. A showcase such as this one allows participants to assume the role of critical friends, celebrating accomplishments and providing constructive feedback. Another benefit of holding a showcase is that, when the individuals creating the presentations realize that a wider audience will be viewing their work, they tend to invest more time and develop better presentations. Also, the audience may become excited and encourage presenters to implement their plans.