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.

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.

Step 1

When it is your turn, give your action plan presentation. Remember to speak slowly and clearly so people can understand what you are saying. When you are finished, allow members of the audience to share what they liked and their ideas for improvement.

Step 2

As other teachers give their action plan presentations, watch and listen quietly, and pay attention to the information they are sharing. Think about what you like and ideas for improvement.

Step 3

Are you interested in learning more about action plans? Consider the following next steps.

▪ Have your students use action plans.

Teaching students to develop their own action plans is an important step on the road to self-directed learning. Even very young children can divide a complex project into individual tasks, anticipate problems, and make timelines. Teachers can scaffold students' development of action plans by giving them a large amount of structure at first and then gradually taking away prescribed components until students are creating an entire action plan on their own. The kind of thinking required for planning and executing an action plan is useful in school, on the job, and in everyday life.

▪ Engage in action research.

Action research can be a logical next step to an action plan. Action research encompasses many of the features of action plans, but it also includes additional components that formalize an investigative process. Both plans and research focus on goals related to teaching and learning, but action research generally includes a review of relevant research, makes a hypothesis about expected changes in student achievement based on an instructional intervention or innovation, and involves the systematic collection and analysis of data.

Exercise 3: Developing Collaborative Work Groups

Consider generating or obtaining a list of the names and contact information of all individuals participating in the course. After the course concludes, the hope is that you will continue to collaborate and work together with your colleagues from the course as well as with others in your school or learning community who share similar interests and goals. Remember that such individuals can help motivate you and hold you accountable for implementing your action plan. Should you require further assistance beyond this group, check Appendix B for additional information on resources.

Now you are ready to complete a short 15-minute Teacher Training Survey. This survey is for course evaluation. Your feedback is valuable and will help improve the course design and implementation and assure that it meets course goals. Findings from this survey will be reported in statistical summaries only, and feedback from individuals will not be identified.

Exercise 4: Concluding the Course

Step 1

Clean up your work.

You may be asked to save the work you did during the Intel® Teach Getting Started Course to a specified location. After you have done so, remove all files that you created or added during the course from the computer. Clean up your work as needed.

Step 2

Celebrate your accomplishments.

Receive your certificate. Congratulations on successfully completing the course!

Module 12 Summary

Review the key points and identify your accomplishments. What did you find most valuable about the course? How will the course you received affect your productivity and professional practices? Share your comments and ask any final questions.

Share answers with the group.

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