



## Professional Development Session Checklist

- Consider the audience and make sure the session meets any special needs of participants.
  
- Make an outline or notes for the session.
  
- Build in time for discussion and questions.
  
- Prepare login directions for participants.
  
- Prepare the technology for the session, such as devices or computers, Wi-Fi passwords, videos, and audio speakers.
  
- Print off copies of the Completion Certificate for the participants.
  
- Print and make copies of the Session Evaluation form.
  
- Visit the session location to prepare for set up.
  
- Review or practice the session.
  
- Make a back-up plan, such as a PowerPoint presentation, in case technology is down.