

PDC Sponsored Professional Learning Evaluation

Workshop/Coursework Documentation and Implementation Plan | 2026-2027

Purpose: Document participation, connect the learning to school improvement goals, and plan for classroom or position-based application. Complete one form for each workshop or course.

1. Participant and Session Information

Building	
Participant name	
Role	☐ General Education Teacher ☐ Special Area Teacher ☐ Counselor/Specialist ☐ Administrator ☐ Support Staff ☐ Other: _____
Workshop/course title	
Date(s) attended	
Presenter / institution / provider	
Format	☐ In person ☐ Virtual ☐ Hybrid ☐ College course ☐ Other: _____
Grade level, age group, content area, or staff group served	

2. Alignment to School Improvement Goals

Select the goal this professional learning most closely supports:

☐ Improve achievement for all students through quality instruction and resources.
☐ Recruit, attract, develop, and retain highly qualified staff to support the district mission, vision, and beliefs.
☐ Increase communication and strengthen relationships with district patrons, families, and community partners.
☐ Building/department goal or other priority: _____

Briefly explain how this workshop/course connects to the selected goal:

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3. Evaluation of the Workshop/Course

Rating scale: 1 = Strongly disagree, 2 = Disagree, 3 = Neutral, 4 = Agree, 5 = Strongly agree, N/A = Not applicable

Statement	1	2	3	4	5	N/A
The content was relevant to my role and students.	☐	☐	☐	☐	☐	☐
The learning goals and expectations were clear.	☐	☐	☐	☐	☐	☐
The presenter/institution provided useful strategies, resources, or examples.	☐	☐	☐	☐	☐	☐
I can apply what I learned in my classroom, department, or position.	☐	☐	☐	☐	☐	☐
This learning will support student achievement, engagement, or well-being.	☐	☐	☐	☐	☐	☐
I would recommend this workshop/course to other educators.	☐	☐	☐	☐	☐	☐

For any rating of 3 or lower, briefly explain what would have made the experience more useful:

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4. Key Learning and Application Plan

Most valuable takeaway: What idea, strategy, resource, or reminder benefited you the most?

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How I will use it: Describe one specific way you will apply this learning in your classroom, department, or position.

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When and with whom will you try it? Include the grade/course/group, timeline, or setting.

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5. Student or Program Impact

What evidence could show whether this learning made a difference? Check all that apply:

☐ Student work or performance task	☐ PLC/team discussion notes
☐ Classroom assessment or benchmark data	☐ Family/community feedback
☐ Student engagement or behavior data	☐ Staff practice or program data
☐ Observation, walkthrough, or coaching feedback	☐ Other: _____

What support, resources, or follow-up would help you implement this learning?

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6. Sharing and Submission

Willing to share?	☐ Yes, at PLC/team meeting ☐ Yes, at building PD ☐ Maybe ☐ No
Submitted to principal	Date: _____ Initials: _____
Submitted to PDC member	Date: _____ Initials: _____

Additional notes for principal or PDC member:

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