

Adobe Education Train the Trainer Course

Professional Development Session Plan

Professional Development Title

Facilitator Name

Adobe Products

Session Time (ex: 3 hours, 50 minutes, etc.)

Audience:

Level of Product Experience (ex: new, beginner, intermediate, advanced)

Job Function (ex: teacher, administrator, staff)

Grade Level (ex: elementary, middle, high school, university)

Subject Area (ex: math, science, English)

Learning Objectives

Product Skills to Introduce (What functionalities and capabilities will you cover?)

Overview

How will I introduce the product's professional capabilities and examples of student work?

How will I explain to my participants what they will be learning, how they will be learning, and why they will be learning?

How will I make the session topics relevant to my participants' professional practice or personal development?

How will I acknowledge my participants lifetime of experience?

Guiding Questions

What guiding questions can I include in my session to support the learning objectives?

Warm Up Activity

What warm up activity will I include? How much time will I need?

<p>Facilitator Role How will I introduce these skills and functionalities to my participants? (ex: on my computer projected onto a screen, via a two minute video, etc.)</p>	<p>Functionalities and Sequence How will I sequence the skills and functionalities that I introduce to the participants?</p>
<p>Participant Role What will my participants be doing during direct instruction?</p>	<p>On-going Assessment How can I check for participant understanding of the direct instruction?</p>

Tasks and Steps

How will my participants apply the skills and functionalities introduced during direct instruction? What task will they be completing? How will they complete it? What process will they follow?

Grouping

How will I group my participants?

Support Material

What supporting materials can I provide for additional guidance?

Guided Practice (continued)

Facilitator Role

How will I support participants during guided practice? What questions will I ask?

What can I do to support participants with more expertise with technology or a particular Adobe tool?

What can I do to support participants who are not comfortable with technology or a particular Adobe tool?

Whole Group Share

How much time will we need for a whole group share out after guided practice?
How will we share our learning as a group?

On-going Assessment

How can I check for participant understanding during guided practice?

Independent Practice

Minutes__

Participant Role

How will participants apply the knowledge and skills from the direct instruction to their independent practice? What task will they be completing?

Facilitator Role

How will I support participants during independent practice?

On-going Assessment

How can I check for participant understanding during independent practice?

Wrap Up

How will I close the session?

Closing Assessment

How will I know if my participants were able to achieve the learning objectives?

Post Session Facilitator Reflection (to be completed after session delivery)

Session Successes

What went well during my professional development session?

Session Challenges

What didn't go very well during my professional development session?

Areas for Refinement

What can I do to improve the professional development session next time?