

PROFESSIONAL LEARNING REFLECTION FORM

This form is to be filled out by the note taker during the PLC. Give a copy to Lori and each member of the PLC.

School:		Group Name:	
Facilitator:	Note Taker:	Time Keeper:	Date:
Group Members Present:			
Group Members Absent:			
Discussion Summary/Reflective Notes for Continuous Improvement, Collective Responsibility and Goal Alignment: <i>(Reflection taps expertise and strengthens capacity of the collective group to analyze, plan, implement, support and evaluate practice to build a culture of continuous improvement.)</i>			
Each member briefly explains the results of the technique/essential outcome focus tried by all members prior to coming to the PLC:			
<ul style="list-style-type: none">• What outcome did we want?• Evidence of outcome – Successful or Unsuccessful?• What would next steps or changes be?			

RESEARCH READING (ARTICLE OR READING):

ASSIGNMENT for next PLC:

How will this learning be applied in your work before the next PLC meeting to reach your goals/outcome? What will be the indicators of progress?

REFLECTION of Professional Learning Process:

RATING:

How would you rate the effectiveness of your PLC today? (lowest) 1 – 2 – 3 – 4 – 5 (highest)

What was the most encouraging aspect of your meeting today?

What factors hindered your group today? How can this be addressed prior to the next meeting?

What evidence/data do you have that the professional learning increased staff effectiveness and student progress, and is aligned to professional goals and student outcomes?

JOBS for the next PLC:

Date:

Facilitator:

Note Taker:

Time Keeper:

Snacks: