Professional Development Participant Activity

Overview: By completing this worksheet, you will cover the basic project management (PM) project kick-off segment collecting information about the stakeholders involved in your professional development (PD) for online educators. Identifying stakeholders, defining project’s needs/outcomes, ensuring key stakeholder involvement, collecting stakeholder feedback/analysis, and following professional development recommendations for creating effective PD at your institute will be touched on in our presentation and briefly in this activity. This should give you a good starting point to your project and keep your professional development on track. Focusing on stakeholder needs and desired outcomes.

Mission
What are the objectives for offering professional development to faculty at your institution for teaching blended or online courses?

Sample: Our PD contains the latest information on course design, professional development (including technology training and pedagogical best practices), and educational resources for faculty who will teach online or supplement face-to-face courses with online instruction. Providing this professional development to our faculty will assist in the success of their online teaching and students’ learning.

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Stakeholders
Who are the important stakeholders in developing this professional development program? List by priority of their roles (It could help in decision making for the project.).

Sample: Students, Faculty, Instructional Designers, Online Support Teams (e.g. graphics, video, LTI/Games, LMS administrators), and Department Deans/Chairs.

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Goals
What are the professional development goals for each stakeholder listed above?

**Sample: Students** – Clear online instructions, activities/interactions with course content aligned to course assessment, student success in course completion. **Faculty** – Technical and pedagogical skills to design, develop, and deliver online course content/courses. **Department Deans/Chairs** – An easy understanding of the program enrollment, requirements for their faculties’ involvement, and the outcomes administrators can expect.

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Surveys
What information do you need from the stakeholders to development your PD offering?
(It is recommended you also answer this question for each stakeholder listed.)

**Samples:** What is currently working? What do you feel needs improvement? Explain. Any other feedback you would like to provide?

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Recommendations
What recommendations can you bring back to the department/group/taskforce for meeting the stakeholders’ needs?

**Samples:** **Students** - Incorporate mobile friendly online content. **Faculty** – Provide more template pages I can modify and use quickly in my class. **Department Deans/Chairs** – Provide a timeline of the PD for the year. When do I submit faculty names? When does course start? What can I tell my faculty to expect and when?

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We hope this gets you thinking about your professional development current needs and desired outcomes. Feel free to reach out to us!

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