**Professional Development Summary**

Please type and return to Manager

No less than 1 week after attendance of the PD.

**Name of professional development: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of event: \_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you benefit from the professional development opportunity?**

**What were some major take-a-ways from this PD?**

**How will you implement what was learned?**

**How will you share the information learned? Be as specific as possible.**

**(staff meeting, typed reflection to be shared, video)**