**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)**