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PD Essentials Meeting

December 6, 2022

MEETING SUMMARY

The December 6, 2022 PD Essentials meeting included 76 early childhood PD providers (There were 127 people registered.) This was the second meeting since PD Essentials changed from a regional and agency representative membership model to welcoming all early childhood PD providers interested in attending quarterly meetings.

Two openers were modeled at the beginning of the training—coloring snowflakes using the annotation draw tool and responding to a simile in chat, “Providing PD is like a snowperson because . . .”

Current PD Challenges and Hopes for Participation

Following a review of the agenda, PD Essentials State Coordinator Dr. Jaye Harvey shared a summary of the discussion/Padlet responses from the September 20th meeting regarding two topics: “What is a training challenge that you are experiencing currently? What strategies may address the challenge?” And, “What do you hope to learn or gain by participating in PD Essentials meetings?”

Training challenges fell into three main categories:

|  |  |  |
| --- | --- | --- |
| Registration and Attendance   * Low numbers * No shows * Late registration * Late arrivals * One registration, many people * Impact of irresponsibility | Virtual Engagement   * Multitasking * Cameras off * Radio silence (voice & chat) * Diverse participant technology * Training design and delivery | Other   * Lack of time for PD * Diverse learners * Preference for virtual/struggle to return to in-person training * Need for connection and support |

PD Essentials Meeting Summary Page 2

December 6, 2022

September meeting participants reported that through participation in PD Essentials meetings they hoped to learn or gain:

* Safe place for role-alike connection
* Networking
* Problem-solving opportunities
* PD tips and tricks
* Resources for PD
* Updates on state-level initiatives

Winter/Spring 2023 Essentials for Early Childhood PD Providers Training

Jaye shared the Winter/Spring PD Essentials training opportunities. (See pp. 6-7.) Training includes two sessions of PowerPoint Essentials and one or more offerings of PD Essentials #1-5. Registration will open in early January. In addition, due to recent cancellations in the December 8-9, 2022 series of *#5:* *Effective and Engaging Techniques for Virtual Training,* meeting participants were invited to register for that upcoming training.

PD Resources from the Virginia Early Intervention Professional Development Center

Thank you to Cori Hill, EI Professional Development Specialist at the Partnership for People with Disabilities at VCU, who shared PD resources from the Virginia Early Intervention Professional Development Center. The Virginia Early Intervention Professional Development (VEIPD) Center team provides coordination and oversight of Virginia's Comprehensive System of Personnel Development (CSPD) for early interventionists who provide support and services for infants and toddlers with developmental delays and disabilities and their families under Part C of the Individuals with Disabilities Act (IDEA).

Cori highlighted resources available to all PD providers at <www.veipd.org/main.> Specifically, Cori highlighted:

* The Topics and Trends page which allows searching for multiple types of resources (e.g., webinars, articles, handouts, online learning, etc.) by topic area. Among the topics of broad interest to PD providers are child development and play, social-emotional development, cultural competence, sensory processing, as well as disability-specific resources. <https://veipd.org/main/early_inter_topics.html>
* Cori noted the infographic “Your Role in Partnering with the Early Intervention Service Provider” as one of particular interest to PD providers supporting childcare educators who

PD Essentials Meeting Summary Page 3

December 6, 2022

collaborate with early interventionists. <https://veipd.org/main/pdf/child_care/your_role_in_partnering_with_ei_service_provider_infographic_final.pdf>

* Learning Bytes are brief learning activities that supervisors, faculty, or other leaders can use to facilitate professional development. These activities are designed to be of short duration and explore topics of importance. Each learning byte includes instructions and any handouts, links, worksheets, and answer keys needed to facilitate the activity with small or large groups. <https://veipd.org/main/pdf/learning_bytes/learning_byte_screen_time.pdf>
* Talks on Tuesdays are free, live webinars held from noon to 1pm EST on the first Tuesday of each month. These are archived at <https://veipd.org/main/talks_tuesdays.html>. A recent example addresses equity.

Tips and Tricks for Trainers: Virtual Engagement Challenges and Solutions

PD Essentials meeting participants completed a poll detailing potential reasons for trainee disengagement. They then moved into breakout rooms for a discussion of possible solutions to engagement challenges. Thoughts were recorded on this Padlet. <https://padlet.com/jhwellons/4c2ok0ew5q3kw6ou>

Thank you to breakout room leaders Jerry Graham, Susanne Rakes, Jaclyn Powers,Margaret Hurst, Deana Buck, Kim Thomason, Patricia Koon, Sandy Wilberger, Marta Szuba, and Jessica Griffith. Thanks, also, to Erik Froehlich from the VCU TTAC for serving as the meeting producer.

Jaye shared a number of tips to support participant engagement.

1. Know what you are doing. What is your intent? Are you leading a virtual training or a webcast? Cindy Huggett (2013) defines virtual training as “a highly interactive online synchronous facilitator-led class that has defined learning objectives with participants who are connected from geographically dispersed locations using a web-based virtual classroom platform.”

2. Set participation expectations in advance. Email a genuinely welcoming message. Consider including:

* the trainer’s passion and expertise regarding the content
* items needed for comfortable and active participation
* handout
* interactivity expectations including camera and microphone usage

PD Essentials Meeting Summary Page 4

December 6, 2022

* Zoom link
* survey, short reading, or video clip to introduce the content

3. At the time of the meeting, welcome people.

* Send a message to the waiting room.
* Admit people individually or in small groups.
* SMILE.
* Greet each person by name when possible.
* Help participants put their name in the screen if needed.

4. Begin with openers. Openers:

* Create focus.
* Pique interest.
* Invite participation.
* Encourage interaction
* Recognize prior knowledge and experience.
* Should be fun.

Quick openers include a:

* Rhetorical or open-ended question
* Quote
* Simile
* Shocking Statistic
* Real-life story
* Poll (show of hands, type in chat, reaction tool)
* Photo, cartoon, video clip

5. Offer choices for participation. For example, invite response via both chat or verbally.

6. Switch to gallery view when expecting participant responses.

7. Use the platform tools, but refrain from overusing the tools.

8. If your design and delivery are of high quality, don’t take the lack of engagement personally.

PD Essentials Meeting Summary Page 5

December 6, 2022

On the Website

Jaye described several posts under *Recent Updates* on the PD Essentials website, [www.vcpd.net](http://www.vcpd.net). These included the resources from the November 29, 2022 VDOD Improvement Partner Webinar (recording, slides, Padlet) as well as the Spanish translation of Virginia’s Early Learning and Development Standards (ELDS), Birth-Five Learning Guidelines.

Announcements

* Registration is open for the Virginia Association for the Education of Young Children (VAAEYC) conference on March 9-11, 2023 in Richmond. <https://vaaeyc.org/annual-conference/2023-registration/>
* Registration is open for Celebrating Playful Babies and Tots led by the Infant & Toddler Specialist Network[. https://va-itsnetwork.org/event/celebrating-playful-babies-tots/](.%20%20https:/va-itsnetwork.org/event/celebrating-playful-babies-tots/)

Upcoming Meetings

PD Essentials is meeting quarterly in 2022-23. Meetings are on Tuesdays from 3:00 until 4:30. Upcoming meetings are on March 14 and June 6, 2023.

Meetings will be announced at [www.vcpd.net](http://www.vcpd.net), and PD providers will receive a Constant Contact meeting announcement. Participants should register in advance via the Zoom link on the website. Registration for the March 14, 2023 meeting will open in January.

Essential**s** for Early Childhood Professional Development Providers

**WINTER AND SPRING 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| PowerPoint Essentials | Weds. Jan 25  9:00-11:15  Repeated  Fri. Jan 27 | PowerPoint Essentials | * Virtual * One 2.25-hour session * 20 participants max * No prerequisite |
| Essentials #1 | Tues Feb 7  9:00-11:00  Repeated  Fri Feb 15 | Understanding Adult Learners | * Virtual * One 2- hour session * 20 participants max * Prerequisite for #2, 3a, 3b |
| Essentials #2 | Wed Mar 22  9:00-3:30  Location TBD  Hampton Roads | Techniques for Effective and Engaging Early Childhood Training | * In-person * 25 participants max * ½ day AM, #3a in PM * Essentials #1 prerequisite |
| Essentials #3a | Wed Mar 22  Same place and participants as Essentials #2 | Designing Effective and Engaging Early Childhood Training: Part One | * In-person * Same 25 participants * ½ day PM, #2 in AM * Essentials #1 and 2 prerequisites |
| Essentials #3b | Fri Mar 31  9:00-10:30 or  11:00-12:30 or 1:00-2:30  Repeated  Weds Apr 5  9:00-10:30 or  11:00-12:30 | Designing Effective and Engaging Early Childhood Training: Part Two | * Virtual * Five identical 90-minute sessions * Same participants as Essentials #2 and #3a * Participants select one session * Maximum of 6 participants per session |
| Essentials #4 | Weds Apr 26  9:00-3:30  Location TBD  Hampton Roads | Delivering Effective and Engaging Early Childhood Training | * In-person * 25 participants max * Full day * No prerequisite |
| Essentials #5 | Weds & Thurs  May 17 and 18  9:00-11:00 | Effective and Engaging Techniques for Virtual Training | * Virtual * Two 2-hour sessions * 20 participants max * No prerequisite |

11/29/2022