****

PD Essentials Meeting

March 14, 2023

MEETING SUMMARY

The March 14, 2023 PD Essentials meeting included 69 early childhood PD providers. There were 130 people registered.

The soft opener for the virtual meeting was an open-ended question: What is your favorite form of professional development as a participant? Response choices included conferences, full- or half-day workshops, virtual or in-person 1-2 hour trainings, series of trainings on the same topic, online modules, college classes, coaching, and self-directed learning (reading, videos, observation, talking with colleagues.)

Winter/Spring 2023 Essentials for Early Childhood PD Providers Training

Following a review of the agenda, PD Essentials State Coordinator Dr. Jaye Harvey shared upcoming PD Essentials training opportunities. Due to cancellations, a limited number of spaces are available for Essentials #2 and 3a on March 22nd in Portsmouth. Essentials #4 (at TCC in Portsmouth) and #5 (virtual) are full with waiting lists: however, people were encouraged to register if interested as participant cancellations are anticipated.

Professional Development Resources: Early Childhood Learning and Knowledge Center

Special guest Brie Broughman, Head Start Region III Early Childhood Manager from ICF, shared free resources available through the Early Childhood Learning and Knowledge Center, <https://eclkc.ohs.acf.hhs.gov/topics>. Brie highlighted the 15-minute in-service suites: <https://eclkc.ohs.acf.hhs.gov/professional-development/article/15-minute-service-suites> and the crosswalk of ECLKC resources with CLASS: <https://eclkc.ohs.acf.hhs.gov/professional-development/article/crosswalk-15-minute-service-suites-class>

Virtual Training Challenges and Solutions:

At the December 6th meeting, participants discussed challenges and solutions regarding engagement in virtual training. Jaye shared a summary of recommendations derived from the Padlet.

PD Essentials Meeting Summary Page 2

March 14, 2023

Multitasking:

* Plan engagement every 3-4 minutes
* Use the platform tools
* Ask. Set expectations
* Assign roles
* Request cameras on
* Align with the certificate, camera, checkpoints.

Cameras off:

* Set expectations in advance.
* Provide options for participation, particularly “comfortable” options.
* Use breakout rooms.
* Don’t assume that participants are unengaged

Diverse Technology:

* Set expectations at registration.
* Set a maximum number of participants per screen.
* Limit the use of tools not available on all devices.
* If multiple participants, ask for names in chat.
* Understand participant limitations.

Other Ideas:

* Have a cohost/producer.
* Model energy.
* Read the room and respond.
* Drop resources in chat.
* Use facilitators in breakout rooms.
* Provide chocolate.

Registration and Attendance Challenges

Registration and attendance challenges and solutions were the focus for discussion at this meeting. Using the annotation tool, participants indicated whether they were experiencing issues related to low numbers, no-shows, late registration, late arrivals, and one registration/many attendees. Using chat, participants also shared how these issues made them feel as a trainer. Responses included: tired, anxious, weary, unvalued, irritated, unprepared,

PD Essentials Meeting Summary Page 3

March 14, 2023

disrespected, useless, annoyed, flustered, unproductive, exhausted for having put in the time to plan, and ugh! Frustrated and discouraged were the most common feelings reported.

Participants moved to breakout rooms for dialogue. Thanks to breakout room leaders: Sandy Wilberger, Jodi Roberts, Cori Hill, Terri Nelligan, Jes Bookout, Jaclyn Powers, Susanne Rakes, Terry Evans, Ana Hoover, Whitney Caton, and Navine Fortune. Key ideas were captured via Padlet and will be shared at the June meeting.

Jaye offered several strategies gathered from PD Essentials members and/or used by PD Essentials.

* Registration: From VEIPD’s *Kaleidoscope, New Perspectives in Service Coordination****,*** an introductory level training program for new early intervention (EI) service coordinators: “The last day to register is 3/8/22 and the capacity is 30 participants.”
* Registration: From VEIPD’s Talks on Tuesdays: “Registration slots for our ToTs frequently fill quickly HOWEVER far fewer people join the actual webinar. We'd like to request that you register only if you plan to attend so that all who are interested are able to log in. Additionally, if you participate as a group, each individual does not need to register. One person can register for the group and can then share access to the survey allowing each individual to obtain a certificate of participation. As a reminder, all ToTs are archived for your ease of access at times convenient to you. Thank you in advance for helping.”
* Registration: From Teachstone: “Can't join us? Don't worry! We'll send you a link to the recording and slides even if you can't make the live event.”
* No-Show Prevention: From PD Essentials: “Please, please carefully review your schedule and job demands now and let me know immediately if you are no longer able to fully participate. There is a waiting list for this training. Essentials #1 is interactive, participatory training open to a limited number of participants. It will not be recorded for later distribution.”
* No-Show Prevention: From Laura Kassner: “Please understand that no-shows mean lost opportunities for others who may wish to attend. By checking this box, you acknowledge you will notify organizers at least 3 days prior if you cannot attend.”
* No-Show Response: From PD Essentials: “We missed you at . . . I hope that you were not absent due to illness or some other negative circumstance.  Because funding for events such as this is both limited and tenuous, if you find yourself unable to attend a future PD Essentials training, I would be grateful for an email canceling your participation.  At times, training registration reaches capacity; thus, failure to participate in training as planned

PD Essentials Meeting Summary Page 4

March 14, 2023

* and/or failure to cancel sufficiently in advance inadvertently prevents another professional from learning.“
* No-Show Response from PD Essentials: “Hello. We missed you and your perspectives at Essentials #1, *Understanding Adult Learners*, yesterday and do not have a record of receiving a cancellation message from you. . . There is a waiting list for this training. Please respond to this email by Monday, February 20 to confirm that you are committed to attending the training on March 22nd or that you are canceling your participation at this time. If I do not hear from you by Monday, February 20th, you will be removed from the registration list for Essentials #2 and #3a on March 22nd as well as #3b on March 31 or April 5.
* No-Show Response from Ready Region West regarding CLASS Observer Training: “When people do not show up we invoice them $275.  We collect it about half of the time.”

Tips and Tricks for Trainers: Creative Polling Strategies

Jaye shared a number of strategies and examples for polling in virtual and in-person training. These included:

* Traditional Zoom polling
* Outside apps such as Slido, Mentimeter, and Poll Everywhere
* Zoom annotation stamping tool
* Zoom reaction tools
* Thumbs up or down with fingers or Zoom reaction tool
* Fingers for numbered responses
* Hand raises
* Four Corners (movement)
* Gallery walk with dots or checkmarks for charts

Looking Ahead

 PD Essentials anticipates funding from the Virginia Department of Education to offer training in 2023-24.

 Our next meeting is planned for Tuesday, June 6, 2023, from 3:00 until 4:30.

PD Essentials Meeting Summary Page 5

March 14, 2023

Announcements

Members were encouraged to visit the website at [www.vcpd.net](http://www.vcpd.net) for details on:

* VQB5 Quality Matters Webinar on March 17,2023
* Virginia Association of Infant Mental Health Conference on May 1-4, 202
* VQB5 Improvement Partner Webinar Recording from February 22, 2023
* Celebrating Playful Babies and Tots 2023 on three additional dates

Continuous Improvement

 Members noted that they liked the breakout room discussion, the polling ideas,

the pace of the meeting, and appreciated the depth of knowledge shared.